

# NORTHWEST REGIONAL CORRECTIONS CENTER (NWRCC)



## INMATE HANDBOOK

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# **Organization**

## **Introduction**

The Northwest Regional Correction Center (NWRCC) is managed by the Executive Director of Tri-County Community Corrections. Tri-County Community Corrections is governed by the Regional Corrections Board, comprised of two (2) elected County Commissioners from each of the three partner counties (Polk, Norman and Red Lake). The Inmate Handbook has been prepared for your benefit. It contains general information and rules to guide you through your stay.

This handbook contains rules of conduct designed to maintain security, standard of cleanliness and discipline within the jail. You should read this handbook carefully so you will know what is expected of you and what actions could happen if you fail to follow the rules.

Your behavior will have a direct impact on your classification during your stay at NWRCC. If you do not understand any part of the handbook, ask a staff member to explain it to you.

## **Rights & Responsibilities:**

Right:	You have the right to be treated respectfully and impartially by all employees and inmates.
Responsibility:	You have the responsibility to treat all employees and inmates in the same manner.
Right:	You have the right to personal safety and well-being while incarcerated.
Responsibility:	You have the responsibility to obey all policies, procedures and directives of the jail staff.
Right:	You have the right to be informed of facility rules.
Responsibility:	You have the responsibility to learn the rules and obey them.
Right:	You have the right to freedom of religious beliefs and worship.
Responsibility:	You have the responsibility to respect the religious rights of others.
Right:	You have the right to proper health care, nutritious meals, toilet facilities, bedding, clothing, laundry facilities, showering facilities, proper heat and ventilation, exercise and personal hygiene articles.
Responsibility:	You have the responsibility to not waste food, abuse the sanitary facilities, follow the laundry and bath schedules, keep yourself and living area neat and clean and request medical and dental care only when it is necessary.
Right:	You have the right to visit and correspond with family members, friends and others in accordance with facility policy.
Responsibility:	You have the responsibility to know and obey facility rules during visits.
Right:	You have the right to unrestricted and confidential mailing access to the courts and your legal representatives on matters concerning your current legal case.
Responsibility:	You have the responsibility to honestly and fairly present your petitions, questions and concerns to the court.
Right:	You have the right to legal counsel from your attorney by interviews and mail.
Responsibility:	You have the responsibility to act appropriately during meetings with your legal representatives.
Right:	You have the right to use legal materials in accordance with NWRCC policies and procedures.
Responsibility:	You have the responsibility to request access to legal resources at the scheduled times, to not abuse the materials and to respect other inmates' right to use them.
Right:	You have the right to reading materials for educational purposes and enjoyment. These materials may be provided by the Education Department and/or by utilizing technology resources available to you.
Responsibility:	You have the responsibility to use reading materials properly, to not abuse them, to not deprive others' rights to use them and to return them when due.

Right:	You have the right to participate in educational and other programming. Programming attendance may be restricted due to behavior and/or classification.
Responsibility:	You have the responsibility to complete intake processes, work toward your goals, make improvement and not distract other students.
Right:	You have the right to the confidentiality of your classified records and information outside of the Criminal Justice System.
Responsibility:	You have the responsibility to respect all other inmate's rights to privacy.
Right:	You have the right to canteen and hygiene items.
Responsibility:	You have the responsibility to access these items during designated times and respect other inmates' right to these items.
Right:	You have the right to submit grievances for jail-related issues that can-not be resolved informally.
Responsibility:	You have the responsibility to make every effort to resolve your issues prior to submitting a grievance.
Right:	You have the right to a due process hearing for violating institutional rules.
Responsibility:	You have the responsibility to present information appropriately and truthfully at your hearing.
Right:	You have the right to not be disciplined by other inmates.
Responsibility:	You have the responsibility to not discipline fellow inmates.
Right:	You have the right to be presumed innocent until convicted in a court of law.
Responsibility:	You have the responsibility to not judge other inmates.
Right:	You have the right to participate in voluntary non-medical or non-pharmaceutical testing with the permission of the Jail Administrator.
Responsibility:	You have the responsibility to abide by the decision of the Jail Administrator.

### **Sexual Misconduct Against Inmates**

The Northwest Regional Corrections Center has a ZERO TOLERANCE policy toward inmate sexual battery/abuse and sexual harassment.

While incarcerated, no inmate or staff member has the right to pressure you to engage in any sexual act.

Any sexual activity, including consensual sex, between inmates or staff and an inmate is prohibited and will be fully investigated.

If you are victimized, report the incident immediately to any staff member. Staff will protect you from the assailant, refer you for a medical exam and contact Law Enforcement. You can report the incident verbally, in writing, electronically through the kiosks or by telephone to the **Crime Tip Line at 1-877-204-7505**.

Mental Health services will be made available to victims of inmate sexual abuse.

Violators will be subjected to a full range of criminal and administrative sanctions.

How to avoid victimization:

- Notify staff immediately of any inappropriate touching or threats of forced sexual activity.
- Do not become indebted to other inmates.
- Do not accept protection from other inmates.
- Do not engage in consensual sexual activity.
- Be wary of other inmates who are overly friendly and who take an interest in you.
- Report any witnessed sexual abuse immediately.
- Do not go into other inmate cells.

Phone numbers for victim advocates have been entered into the inmate phone system and can be made free of charge and will not be recorded. Contact information is as follows:

Sexual Assault Intervention Project 310 South Broadway Crookston, MN 56716	(218) 281-3912 or (800)-342-7756
Polk County Coordinated Victim Services 816 Marin Avenue Crookston, MN 56716	(218) 281-1554 or 24-Hour Crisis Line @ (800) 524-1993

False reporting of sexual abuse is a crime and can be punished under the law in addition to subjecting the perpetrator to internal disciplinary sanctions.

### **Classification**

Once you have viewed the orientation video, you will be placed in the Pre-Classification unit. While in that unit, your behavior will be observed and documented. You will be assigned a classification based on your behavior and other criteria. Your classification will be used to determine your housing unit assignment, as well as your ability to access programs and services within the jail. If you feel that your classification is incorrect, you may submit an appeal to the Jail Administrator. Appeals must be submitted in writing.

Changes in your classification status are administrative actions. Classification status may be reduced for appropriate behavior or may be increased because of inappropriate behavior.

Inmates classified as **High Risk, Close Custody, Disciplinary Segregation** and/or **Pre-Hearing Detention** are eligible for in-unit programming only.

Inmates classified as **Administrative Segregation, Special Needs Housing** and/or **Protective Custody** are eligible for in-unit programming. Arrangements may be made with Program Services and Education Staff for out-of-unit programming if it does not jeopardize the safety of you, others or the security of the facility.

Inmates classified as **General Population** or **General Population with Release Status** are eligible for in-unit and out-of-unit programming.

When you are placed in a Housing Unit, an Officer will assign you a cell and bunk and assist you in documenting the condition of the cell. You will be required to sign a form verifying the condition of the cell at the time of assignment and you will be held accountable for its condition during your stay. Once you are assigned a cell and bunk, you are not allowed to move to another cell or bunk unless an Officer reassigns you. Moving into another cell without Corrections Staff approval shall constitute a major violation.

### **Property & Hygiene**

#### **Inmate Issued Property**

At booking you were required to sign Jail Property Assignment Form acknowledging the receipt and condition of all jail issued clothing, bedding and linen assigned to you and you shall be responsible for its condition throughout your incarceration and upon release. All inmates are required to complete this process prior to moving from Intake to a housing unit. Clothing, linen, and supplies shall not be altered from their original state. Items altered from their original state shall be considered damaged and contraband, which will result in disciplinary action including but not limited to billing your trust account for altered or damaged jail issued property. Throughout your stay, and upon release, you will be held responsible for all jail issued property and its return. Damage to jail issued property and/or failing to return jail issued property will result in disciplinary action including but not limited to your trust account being billed for the damaged or missing items according to the amounts listed on your Property Assignment Form, which was completed with you at booking. Throughout your stay you may request additional clothing/laundry at your expense, not to exceed allowed possession amounts. You launder your clothing and bedding at the times posted in your housing units.

**All Inmates Shall Be Issued:**

One (1)	Washcloth	Two (2)	Sheets	Three (3)	Uniform Tops (1 of the 3) may be a sweatshirt)
Two (2)	Towels	One (1)	Blanket	Three (3)	Uniform Bottoms
One (1)	Hygiene Kit	One (1)	Tote	Four (4)	Pairs of Socks
Four (4)	Underwear	One (1)	Plastic Spork	Four (4)	Bras (female inmate’s only)
One (1)	Plastic Cup	One (1)	Laundry Bag	One (1)	Mattress
One (1) Pair	Sandals				

NWRCC will not accept any personal property from the public unless for Work Release / STS programs or is medically necessary for the inmate’s well-being.

Any extra items, non-jail issued clothing in an inmate’s possession will be considered contraband and will subject that inmate to NWRCC disciplinary action.

Up to one additional blanket will be given to inmates who express a legitimate need. If extra blankets are not being used to provide warmth, or as directed by Health Services, the extra blanket will be removed.

Damage to jail issued uniforms, undergarment, bedding or hygiene items will subject yourself to NWRCC disciplinary action.

On your day of release, you must return all jail issued clothing and bedding prior to your release. If you are unable to provide all jail issued clothing and bedding assigned you will subject yourself to NWRCC disciplinary action, including restitution. Expect delays on the day of your release if you are unable to provide all jail issued bedding and clothing assigned to you.

**Any extra clothing or linen items MUST be approved by Health Services or NWRCC Administration.**

**Authorized Property Amounts**

Inmates are permitted to purchase and/or keep in their possession a limited supply of items. Inmates are responsible for ensuring that these quantities are being followed. Excess items will be disposed of during cell searches and could subject the inmate to disciplinary action.

Books	3	In addition to a Bible
Bible	1	
Religious Materials	5	In addition to the Bible
Photograph “copies”	20*	Not to exceed the painted brown box (digital-Unlimited)
Legal Paperwork		Excessive amounts may be stored in your property
Personal Letters “copies”	50-Pages	Excess will be put in your property
Underwear	4	Jail Issued (Wearing 1, 3 extras)
Socks	4	Jail Issued (Wearing 1, 3 extras)
T-Shirts	4	Available for Purchase Only (Wearing 1, 3 extras)
Toothbrush	1	
Toilet Paper	1	
Cup	1	In addition to jail issued cup
Spork	1	Jail Issued
Hygiene Supplies	1 each	1 each of approved items
Canteen and Vending Supplies		Must fit in storage tote. Excess items will be disposed of.
Radio w/headphones	1	Must be purchased through commissary
Alarm Clock	1	Must be purchased through commissary
Towels	2	Jail issued

Sheets	2	Jail issued
Blankets	2	Jail issued (Additional blankets require documentation)
Uniform Top	3	Jail issued (to include 1 sweatshirt)
Uniform Bottom	3	Jail issued
Shower Shoes	1	Jail issued
Washcloth	1	Jail issued
Tote	1	Jail issued
Mesh Bag	1	Jail issued
Pencils	5	Not counting items purchased through canteen
MP3 Player / Headphones	1	Must be purchased through commissary

Inmates transported from other facilities will be allowed to keep reasonable amounts of commissary / hygiene items that are the same or similar as to what is available for purchase in NWRCC. Inmates will not be allowed excessive amounts of commissary or hygiene brought in when transferred from another facility. Corrections staff will inspect all property to determine what is authorized.

Copies of photos may be purchased and displayed in the area painted brown on the cell wall or by leaning them on your desk/bunk area. Nothing can be taped or pasted to cell walls outside of the brown square. Up to 5 photo “copies” may be displayed at a time and no photographs will be permitted which are larger than 5 x 7. All incoming photos will be inspected by staff for appropriateness/acceptance. Photos, drawings, or images that are sexually explicit or promote violence will not be allowed.

### **Laundry Services**

Once you arrive at your housing unit, the Officer will assign you a cell and bunk. At Intake, you received a bin containing a mesh bag, which shall be used to store your property. The mesh bag should be used to store your dirty laundry and for laundry services. Clean clothes should be stored neatly in your bin. Keep your bin under the bottom bunk in your cell.

You may exchange your blankets once per month on the 1<sup>st</sup> scheduled laundry day for your housing unit. Your jail issue laundry may be laundered two times per week. Place all items in the mesh bag and put it in the laundry cart. Do not place blankets in the mesh bag. If you place blankets in the mesh bag, the bag will not be laundered. When your clothing is returned to you, fold it neatly and place it in your property bin.

### **Hygiene Items**

You will be issued essential hygiene items when you enter the facility. You may obtain replacement items or alternative items from the canteen. If you are indigent (having no money), you will be supplied with necessary hygiene items ordered from the canteen. (You are considered an indigent inmate if you have less than \$1.00 in your trust account for a minimum of 3 consecutive days). Personal hygiene products not issued or purchased from NWRCC are not allowed in the facility. Hygiene from other facilities will be accepted as long as it is same or similar to items available for purchase in NWRCC, and in reasonable amounts.

### **Showers**

Personal hygiene is very important to your health, as well as to the health of others. You are required to shower frequently and otherwise maintain personal cleanliness. Failure to maintain personal hygiene may result in disciplinary action.

### **Razors**

Razors will be issued between 7 a.m. and 8 a.m. each morning unless your behavior or other factors indicate that you may be a threat to the safety and/or security of the facility. To get a razor, you must provide the Housing Unit Officer with your inmate ID. When you return the razor, your inmate ID will be returned. Razors must be returned to the Housing Officer by 8 a.m. Failure to return razors intact may result in disciplinary action.

An additional “Razor Call” will be conducted between 7 p.m. and 8 p.m. to accommodate the shaving needs of inmates with release status who will be/were out of the facility during the AM razor call. Razors must be returned to the Housing Officer by 8 p.m.

**Haircuts**

Clippers will be provided for inmates to cut their own hair as approved by the Jail Administrator, such as in a prolonged absence of a volunteer. Inmates will be allowed to use clippers on Saturdays and Sundays in the unit vestibule. Inmates must thoroughly clean these vestibule rooms after use. Not more than 2 inmates can use the vestibules for hair cutting at one time.

**Personal Property**

All your personal property brought in at the time of admission, and not allowed to remain in your possession, shall be stored in a secure location. If you would like a copy of the property receipt, please notify your Housing Unit Officer.

If you wish to release personal property, you must sign a PROPERTY RELEASE FORM. You can obtain those forms in your Housing Unit. If needed, staff will assist you in completing the form. Both you and the person receiving your property must sign the form. The person receiving your property must present a valid driver’s license or other official photo identification. Once property is released it will not be accepted back into the facility.

**REQUESTS TO SEND OUT PERSONAL PROPERTY OR MONEY  
MUST BE SUBMITTED 24 HOURS IN ADVANCE**

Personal property, stored at the facility, will be returned to you during the release process. If you are unable to remove your property, you must make arrangements to have it picked up. After 90 days, NWRCC will consider that property ‘abandoned’ and will dispose of it. NWRCC is not responsible for property which is used for work release/STS purposes.

**Incoming Funds & Property**

You may receive funds through the mail, via the internet at [www.inmatecanteen.com](http://www.inmatecanteen.com) or deposited in the kiosk located in the main lobby of the facility. The following forms of money shall be accepted:

Money Orders	Certified Checks	Local Company Payroll Checks	Cash - paper money only! NO COINS
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All checks are collected at approximately 9:00 a.m. and deposited by Administration. If your check is not turned in at this time it will be deposited the following business day, Corrections Staff will not deposit checks for you.

BOOKS: NWRCC will allow inmates to receive books purchased directly from a publisher / bookstore and sent directly to NWRCC. NWRCC will not allow incoming books from the community. Incoming books received from a location other than directly from a publisher will be placed into the inmate’s property to be provided to the inmate at release. All inmates are expected to follow the rules regarding the # of books allowed in their possession. All books will be searched for contraband and appropriateness prior to delivery. Books that promote violence and / or are sexually explicit through text and /or images will not be allowed. Books that are denied will be placed into the inmate’s assigned property bag to be returned upon release and the inmate will be notified.

**Inmate Trust Accounts**

For those that have a negative account balance due to co-pays, fees or other charges applied to your account, NWRCC will allow a 75% / 25% split on all money that is deposited to your account until the negative balance is paid in full. Meaning, the inmate will receive 75% of all money that is deposited and 25% will go towards the negative balance. During your incarceration, if you have a negative lien balance with a positive trust balance, 100% of new charges that are applied to your account will go against any positive balance that is available to you at that time. When released, all available funds will be applied to your negative balance.

**The NWRCC reserves the right to wait until a check(s) clears the bank before deposited into inmates’ NWRCC trust account.**

The amount of property coming into the jail will be strictly limited. Property will be receipted at admission and a record kept. The jail will not accept or store inmates’ property other than that in their possession at the time of their bookings, except for inmates participating in approved release activities. Inmates participating in release activities may have approved, work-related articles brought in during business hours **only**. Inmates are 100% responsible for any items being dropped off at the jail for release activities. Arrangements for storage of property such as automobiles, valuables or large items shall be made at the time of booking and at the inmate’s expense.

## Commissary

You may use your inmate trust account to order commissary items during the times posted in your living unit. Commissary is a privilege that can be restricted or lost for disciplinary reasons. Allowing other inmates to use your trust account directly or indirectly will result in disciplinary action.

If you order Commissary, but are released prior to its delivery, you will have 10 days from your release date to pick it up at the NWRCC. If you fail to pick up the commissary within 10 days of release the commissary then becomes property of the facility to be used or discarded as the facility sees fit. Refunds will not be issued for commissary delivered to the NWRCC after your day of release.

## Inmate Communication

### Telephones

- Attorney/client phone calls **shall not** be monitored or recorded.
- Personal phone calls **may be** monitored and recorded.

As part of the booking process, you will be issued a PIN number and provided a 2-minute calling card for the purposes of contacting your family. Telephones are located in the Intake Unit and in your housing unit. Tablets are available upon request and shall serve as secondary phone access option.

DO NOT ALLOW OTHER INMATES TO USE YOUR PIN NUMBER. Inmates found to be using PIN numbers other than their own will be disciplined.

Personal telephone calls are a privilege that can be restricted as a result of a disciplinary action. If you are serving a disciplinary sanction in the segregation unit, you will have limited access to telephones and no access to tablets. You will be permitted access to telephone service concerning verifiable legal and emergency issues ONLY.

All inmates, not subject to disciplinary sanctions, shall have equal access to telephone use and shall follow staff members' orders to keep telephone conversations appropriate. Loud, abusive or obscene conversations may result in the loss of your telephone privileges and may prompt disciplinary actions and/or criminal charges.

You will not be allowed out of your cell during tier lock down times to contact your attorney unless your attorney calls and requests to speak to you during your lockdown time. If eligible, you can place calls from your cell using a tablet assigned to you during authorized times.

### Tablets

- Your tablet communication & activity is subject to recording and monitoring.

Inmate tablet access is a privilege that is determined by your classification and/or behavior.

The NWRCC shall honor law enforcement requests to investigate activity and/or to limit or deny inmate access to tablets to preserve the integrity of a criminal investigation, or when inmates access poses a threat to the security of the facility, staff, visitors and the general public.

Tablets shall be made available to inmates in General Population, Administrative Segregation and Protective Custody to the extent resources allow, unless safety or security issues are identified that warrant denying tablet access.

Once eligible you may request a tablet by sending a request to Programs staff.

Inmates classified Pre-Hearing Detention, Disciplinary Segregation, High Risk & Close Custody shall not be allowed possession or use of a tablet. Confiscated tablets will be un-assigned and returned to Program staff.

Your tablet application access will be suspended if you are serving any form of Informal Discipline and/or In-Unit Lock Down. This applies, but is not limited to, the NWRCC general population units.

Tablets will remain property of the vendor, however, inmates will be held responsible for defacing and/or intentional damage to the tablet pursuant to the NWRCC Discipline Policy Chapter 13. Inmates that have been found guilty of damaging an inmate tablet shall pay restitution for the damaged tablet at a cost determined by the vendor.



Your assigned tablet will be inventoried/inspected on a schedule determined by NWRCC. You are expected to produce the tablet for inspection upon request.

You are not allowed to remove the protective cover of your assigned tablet or attach anything to the tablet such as lanyards. Doing so will result in the remove of your tablet.

You are not allowed to use a tablet that is not assigned to you or authorized by staff. Sharing of PIN's or Passwords is prohibited.

Your misuse of tablets including but not limited to sharing of in-appropriate and/or unauthorized communication / content, possession greater than 1 tablet, or use of another's login credentials may result in disciplinary action, up to and including, total removal of tablet access for the remainder of your stay.

You will be allowed to keep your assigned tablet in your cell during the overnight hours as long as possessing the tablet does not become disruptive and your classification allows it.

You shall be responsible to charge your tablet without interruption to normal lock down schedules, and without staff assistance. NWRCC staff shall not allow inmates out of cells during a scheduled lock down time, or un-authorized tier time, to charge or retrieve a tablet.

Your behavior shall determine your continued access to tablets. NWRCC staff shall be permitted to restrict, or remove individual, or group tablet access and/or application access when an inmate or group of inmates demonstrate poor behavior, disrespect, violate facility rules and/or fail to follow staff directives. Tablet access is a privilege, not a right.

#### **Mail (Incoming)**

NWRCC shall utilize scanning software and viewing equipment for inmates to receive scanned personal 'non-privileged' incoming mail.

You can access your scanned mail on the inmate tablets or on the kiosks located in your housing unit.

Original mail shall be placed in your personal property after it has been scanned to you. The original shall be provided to you upon release.

The number of letters you receive will not be limited unless they are suspected to be a threat to the security or safety of the facility. Inmate-to-inmate correspondence is not allowed and will be intercepted by Corrections Staff. Unauthorized communication between inmates is a violation and will result in disciplinary action.

Your mail will be inspected for contraband items. Information or materials contained in your mail (not including mail received from '**privileged**' sources, such as your **attorneys, the courts, elected officials and DOC officials**) may be used against you and/or the sender in a court of law. All scanned inmate mail shall be stored and accessible to Law Enforcement.

You will be held accountable for incoming mail addressed to you that has been identified as misrepresented "privileged" mail or other correspondence that jeopardizes the safety and security of the facility.

You may not receive personal mail that is hand-delivered to the jail, including legal mail. The jail will not accept packages mailed to you unless they are sent from '**privileged**' sources, such as your attorneys, the courts, elected officials and DOC officials.

Your 'non-privileged' incoming mail will be electronically scanned to you within 24 hours of its delivery to NWRCC. Privileged correspondence will be delivered to you in its original form; however, staff will require you to open the letter in front of staff to allow for an inspection for contraband.

When your classification or housing does not allow for electronic viewing of scanned mail NWRCC staff will provide you with a printed copy of your incoming mail. Original mail will also be scanned to you and then placed in your property bag.

You may not receive newspapers, magazines, packages or periodicals through the mail.

Your legal mail must contain the names and official status of the senders clearly printed on the envelopes in order for them to be classified as '**privileged**' mail. Your legal mail will be opened and inspected, in your presence, but will not be read or censored.

If you have been transferred or released, your mail will be forwarded to you at the address you provided or returned to the sender. The address of NWRCC is:

Northwest Regional Corrections Center  
% Your Name

816 Marin Avenue, Suite 110  
Crookston MN 56716

**Mail (Outgoing)**

Inmate to inmate communication outside of your assigned unit is not allowed. This includes but is not limited to directly, indirectly, or using a 3<sup>rd</sup> party by means of mail, texting, phone calls or any other means of circumventing this rule.

You can purchase stamped envelopes from the kiosk located in your housing unit. If you are an indigent inmate, you will be provided two (2) stamped envelopes per week, which are ordered from the kiosk. You will be provided a postage allowance sufficient to communicate with elected officials, DOC officials, attorneys or other officers of the court. The cost of postage will be recorded and deducted from your account.

Place your unsealed letters in the mailboxes located in your housing unit. Legal mail shall be sealed prior to placing it in the mailbox. Letters will be mailed once per day, excluding weekends and holidays.

Envelopes with extra writing, drawings/graffiti or preprinted return addresses will not be accepted. All outgoing mail must be addressed as indicated in the example below:

Inmate Name NWRCC 816 Marin Avenue Suite 110 Crookston MN 56716
Name of person/organization Address City/State/Zip Code

**Visiting**

You are responsible for notifying your Housing Unit Officer of your scheduled visits. Corrections Staff are not obligated to assure you are present for visits. If you are having difficulty viewing the daily list of scheduled visits, contact your Housing Unit Officer for assistance.

ALL VISITS MUST BE SCHEDULED 24-HOURS IN ADVANCE.

<b>ON-SITE VISITATION SCHEDULE</b>	<b>OFF-SITE (REMOTE) VISITATION SCHEDULE</b> (times may vary due to jail lockdown times)
Monday through Friday	Sunday through Saturday
8:00 a.m. to 9:00 a.m.	7:00 a.m. to 9:20 p.m.
9:40 a.m. to 10:40 a.m.	
1:00 p.m. to 4:00 p.m.	
<b>No on-site visiting Saturday or Sunday and on Holidays</b>	

General Population Inmates are allowed two (2) twenty (20) minute visits daily (on-site) and unlimited remote (off-site) visits daily unless additional permissions are granted by the Jail Administrator or designee. A visitor may visit only one inmate at a time. You may refuse to see visitors, both socially and professionally. General Population Inmates may participate in scheduled visits regardless of tier schedules, but those whose tiers are not out at the time of their visit shall return directly to their cell upon visit completion. Abuse of this rule may result in visit restrictions and / or disciplinary violations.

If you are classified as High Risk or Disciplinary Segregation, your visiting privileges will be restricted. Visiting is a privilege, and Disciplinary Segregation Inmates will not be eligible for visits until the visiting privilege is earned back by displaying positive/good behavior over a period of time. Once a visitation privilege is earned, the frequency of allowed visits shall be determined by your special management plan. Visits shall only occur on your allowed time out of your cell. Allowed time out of your cell will be determined by staff and managed during the day shift unless logistically impossible while factoring in safety and security as well.

Visits may be terminated if the rules are not followed. Visits may be delayed or terminated if security issues arise within the corrections facility. Profanities, nudity and illicit gestures during visits are prohibited. Visitor(s) and inmate must be fully clothed at all times.

Visiting while driving is strictly prohibited and is illegal. Failure to follow established visiting rules can result in a suspension of visiting privileges for the inmate and the visitor.

Your visitors must create an account and register on the visiting platform used by NWRCC. Friends and family must make visit requests at least 24 hours in advance. For on-site visits, visitors must check in with the Corrections Officer upon arrival. Each visitor must present an official pictured ID containing his/her date of birth. Visitors under the age of 18 must be accompanied by a parent or legal guardian. Reasonable accommodations will be made for handicapped visitors.

All on-site visits are free. All off-site (remote) visits are subject to rates established in the visiting platform, payable by the visitor prior to the visit. Scheduled visiting times are exact. It is your responsibility to be on time. Visiting times cannot be adjusted and for off-site visits, the fees are non-refundable.

You may have a maximum of two (2) adult visitors per session or one (1) adult and two (2) small children per session. There may be only one (1) inmate using the visiting station per visit.

Visitors appearing to be under the influence of alcohol or drugs will be denied visits and asked to leave the facility. Visitors attempting to smuggle contraband into the facility will be asked to leave and will forfeit future visiting privileges. Visitation rules apply to both you and your visitors.

Outstanding warrant checks and a search for court orders preventing contact will be conducted on all visitors.

NWRCC reserves the right to monitor visits and visits will be recorded.

## **Daily Operations**

### **General Rules / Housekeeping**

You are responsible for keeping your cell and day area clean. Cleaning supplies are available from the Housing Unit Officer. All litter must be properly disposed of. Toilets are not to be used as garbage cans. If you are found to be flushing items, such as garbage, sheets or clothing, you will be written up and restitution will be ordered for the cost to un-clog your toilet.

Mattresses are not allowed to be on the floor, all Inmates must sleep on their assigned bunk.

Empty bunks are not to be used for storage of excess items.



Damaging or defacing of walls, clothing, bedding and other county property is forbidden.

Nothing shall be pasted to the walls, lights, beds, or intercoms.

Colored tiles are located within the housing units around the Officer's workstation. You are not to stand on the colored tiles without the Officer's permission. Standing on the colored tiles without an Officer's permission may result in disciplinary action.

You must be fully clothed when outside your cell. Failure to do so may result in disciplinary action.

You will be subjected to periodic checks and are responsible for covering yourself.

**BE AWARE THAT MALE AND FEMALE CORRECTIONS OFFICERS WILL BE ASSIGNED TO WORK YOUR HOUSING UNIT.**

You are responsible for making your bed DAILY, when you are not in it.

All inmates are responsible for the upkeep and cleanliness of their cell.

Chair (one (1) per cell total), mattresses, blankets and other bedding items will remain in your cell at all times, other than during linen exchange.

Once assigned to a cell, you are responsible for the condition of that cell. The Housing Unit Officer shall make cell assignments. Prior to release, or anytime your cell assignment changes, you must thoroughly clean the cell you are departing from.

Excessive noise and horseplay are not allowed.

You are required to be ready for programming and work assignments. If you are not ready to leave the unit at the approved time, you will not be allowed to attend.

Upon completion of meals, you are responsible for returning trays to the wheeled cart.

You are not allowed to enter another inmate's cell. Entering another inmate's cell is a rule violation that will result in disciplinary action.

Cell lights will be turned on at 1045 and will remain on until 2300.

Dayroom lights will be on during all non-lockdown periods.

**CELL WINDOW COVERING** – UNDER NO CIRCUMSTANCES ARE YOU TO COVER YOUR CELL WINDOW. THIS WILL RESULT IN PROGRESSIVE DISCIPLINARY ACTION. 1<sup>ST</sup> OFFENSE WILL RESULT IN LOSS OF YOUR TABLET FOR ONE (1) WEEK. This is a life safety issue which we will have 0 tolerance for. This includes at times when you are using the toilet etc.

**Radios / Televisions**

Televisions are in your housing unit; MP3 players and radios may be purchased through the canteen only. TV viewing is a privilege and is controlled by the Housing Unit Officer.

**Newspapers / Magazines**

You will have access to local newspapers and magazines in Education; these items are to be shared with others and should not leave Education. All items found in cells that appear to be related to theft of newspapers / magazines will considered contraband and removed.

**Meals**

Food Service at NWRCC complies with Minnesota Department of Corrections dietary rules and regulations

Inmates in the facility will be served three (3) meals per day, including one (1) hot meal, with no more than 14 hours lapsing between the evening and breakfast meal.

All special diets for medical and/or religious reasons must be approved by Health Service Staff or, in their absence, a Sergeant. If you need to be on a special diet for medical or religious reasons, you will need to complete an Inmate Request form and submit it to the Health Services Staff. Additional documentation may be required prior to approval of a special diet.

Meals served at: (all times are approximate)

Breakfast:	6:45 a.m.	Lunch:	11:15 a.m.	Supper:	5:15 p.m.
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Dayroom chairs are not to be “tipped” to indicate they have been reserved for Inmate(s). All tables and chairs are the property of the NWRCC and are intended to be used by all inmate population.

**Security**

In order to maintain a safe and secure facility, your cooperation is required so the Corrections staff can perform their duties safely and without interference. A tier schedule is in place to ensure a safe environment for both offenders and staff. The tier schedule must be followed at all times. Lack of cooperation will result in disciplinary action.

If you are the victim of physical, emotional, or sexual abuse, report the incident/s to Corrections staff immediately. All reports of abuse shall be taken very seriously and investigated thoroughly.

Use intercoms for EMERGENCY purposes only. Speak to the Housing Unit Officer to answer questions and solve ordinary problems. *DO NOT USE INTERCOMS UNLESS YOU HAVE AN EMERGENCY.* Misuse of the intercom system may result in disciplinary action initiated against you.

### **Lock-down**

Several scheduled or unscheduled 'lock-down' periods will occur throughout the day. When a Corrections Officer announces "LOCK-DOWN", go to your cell immediately and close the door. Remain in your cell until the Officer announces that the 'lock-down' has ended. Failure to comply with this order **SHALL** result in disciplinary action. "Flashing" of dayroom lights may also be used as a tool to get the attention of all inmates to indicate lockdown is occurring.

### **Safety and Emergency Procedures**

NWRCC maintains strict compliance with fire safety codes. To ensure continuing compliance, there will be frequent fire and safety inspections. The jail staff is trained to deal with emergency situations. Safety and Emergency Procedures are designed to ensure the safety, security and well-being of the staff and inmates. Failure to cooperate with staff instructions during drills or actual emergency situations will constitute a major violation of jail rules and will result in disciplinary action.

Minnesota Statue 609.686 states that whoever intentionally gives a false alarm or tampers or interferes with any fire system (detectors, sprinkler heads, etc.) is guilty of a misdemeanor or felony. Tampering or interfering with the NWRCC fire system (detectors, sprinklers heads, etc.) creates the potential for bodily harm. The NWRCC shall fully prosecute all violators.

### **Jail Transfer**

Be aware that you may be transferred to other jails to alleviate overcrowding. You will not be transferred for disciplinary reasons.

### **Searches**

Inmates may be pat searched at any time. These searches are conducted to maintain security and protect inmates and staff from articles or substances that can cause injury, assist in an escape or result in other dangerous consequences.

Inmates will have an unclothed body search completed when returning to the secure perimeter of the jail from unescorted movements outside the secure perimeter (Work Release, STS, medical appointments, etc.) Unclothed body searches may also be completed when jail staff receive intelligence or otherwise are aware of contraband and/or inmate activity that threatens the safety or security of the facility (weapons, intoxicants, incendiary device, tattooing, smuggling, altered items, medication misuse or abuse etc.)

### **Shakedowns / Inspections**

For the security and safety of inmates and staff, daily, unannounced, random searches will be conducted in the housing units. Any contraband and/or unauthorized items will be confiscated. You **MUST** cooperate with jail staff conducting those searches. You are not permitted to be in the cell with an Officer during a cell search.

Inspections will be conducted regularly for safety, hygiene, housekeeping, fire and emergency reasons. You **MUST** cooperate with jail staff conducting those inspections.

### **Urinalysis / Drug Screening**

You may be subjected to random urinalysis/drug screening. Failure to cooperate with testing procedures will be treated as a positive test and disciplinary action will be initiated against you.

### **Contraband**

You are prohibited from having in your possession or under your control (including your cell) items that are considered to be contraband. Contraband is defined as: Items that are not specifically issued or authorized by policy; or authorized items that have been altered for other than their intended purpose; or approved items in excess of authorized amounts. You are responsible for any incoming property.

MSS 641.165 pertaining to Introduction of Contraband reads as follows:

**641.165 CONTRABAND ARTICLES FORBIDDEN; PENALTY.**

**Subdivision 1. Definition.**

"Contraband" is any controlled substance as defined in section [152.01, subdivision 4](#), or any intoxicating or alcoholic liquor or malt beverage.

**Subd. 2. Acts prohibited.**

(a) Whoever introduces or in any manner causes the introduction of contraband, as defined in subdivision 1, into any jail, lockup, or correctional facility, as defined in section [241.021, subdivision 1](#), without the consent of the person in charge, or is found in possession of contraband while within the facility or upon the grounds thereof, is guilty of a gross misdemeanor.

(b) Whoever introduces or in any manner causes the introduction of a dangerous weapon, as defined in section [609.02, subdivision 6](#), into any jail, lockup, or correctional facility, as defined in section [241.021, subdivision 1](#), without the consent of the person in charge, or is found in possession of a dangerous weapon while within the facility or upon the grounds thereof, is guilty of a felony and, upon conviction, may be sentenced to imprisonment for not more than five years.

**Medical / Dental**

NWRCC contracts with Polk County Public Health for medical services.

You are entitled to medical attention for valid medical needs. Inmates in need of medical attention for non-emergency ailments will complete a Nurses Request form and return it to their Housing Unit Officer. All emergency medical situations will be promptly referred to Health Service staff. Over-the-counter medication can be obtained from the Housing Unit Officer at medication delivery times. Inmates are encouraged to try over-the-counter remedies prior to submitting a nurses' request. Over the counter medications may not be taken for more than three consecutive days without approval from Health Services.

Health Service staff will evaluate and assess the need for further medical attention. **NOTE: Not all medical complaints will be referred to a physician.**

Medication is prescribed to inmates by licensed physicians and distributed by the Housing Unit Officer. At medication times, inmates are called to the dispensing area, medication is given and inmates shall follow all directions given by staff. Medications attempting to be misused may be discontinued after consulting with the prescribing physician.

ALL MEDICATION MUST BE TAKEN IN THE PRESENCE OF STAFF. ANY ATTEMPTS TO "CHEEK/SLUFF/MISUSE OR ABUSE" OF A MEDICATION WILL RESULT IN DISCIPLINARY ACTION, AND FACE THE RISK OF THE MEDICATION IN QUESTION BEING DISCONTINUED BY THE PROVIDER. INMATES WILL FACE PERMANENT LOSS OF RELEASE AND/OR INMATE WORKER STATUS IF FOUND GUILTY OF THIS VIOLATION.

Medications must be approved by Health Service staff. Medications not on the jail's formulary will be changed to a medication that is on the jail formulary or may be discontinued at the direction of the Physician of Record or their designee.

Medication distribution are at the following times (approximately):

5:00 a.m.	10:45 a.m.	5:00 p.m.	9:30 p.m.
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Inmates are responsible for reporting for scheduled medication delivery times. Over the counter PRNs will be distributed at scheduled medication delivery times. If requested outside of medication times, accommodating your request is at the discretion of your Housing Unit Officer. The Polk County Public Health physician of record shall have overriding authority to approve or deny medications.

Inmates requiring dental care must complete a Nurse Request form and return it to the Housing Unit Officer. The Health Services staff will screen all requests for dental appointments.

Inmates must notify Health Services staff in writing if they do not wish to have a prescription refilled.

**Inmate Co- Pay**

Inmates who are not convicted will be charged co-pays for health care services. If you are UNDER SENTENCE / AWAITING SENTENCE or here on a Parole/Probation Violation and require medical services, you will be responsible for 100% of the cost.

Co-Pay Amounts are as follows but are subject to change:

Nurse Visit:	\$10.00
Medication:	\$15.00 or actual cost if less
Doctor/Dentist/Physician’s Assistant:	\$35.00
Over-the-Counter Medications:	\$1.00

Each time you receive health care service from an inmate-initiated request, money will be deducted from your account as authorized by Statute, including:

Doctor Visits	Dental Visits	Mental Health Provider Visits	Sick Call / Nurse Visits	Refused Appointments
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Please note that you will not be denied **essential** medical services if you have no money. Once you receive money the amount you owe will be deducted from your account. See “Inmate Trust Accounts”

US Marshal Inmates will be responsible for co-pays, to be charged after 30 days of incarceration.

**Inmate Grievances**

Inmates will have a grievance procedure available to seek resolution to a grievance without fear of retaliation.

A grievance is defined as: an issue personally affecting an inmate in the area of health, welfare or services of the jail that is within the power of the jail staff to correct. Group grievances or grievances submitted on behalf of others are NOT VALID. Most grievances should be settled by the Housing Unit Officers.

Inmates may file a grievance for all matters EXCEPT:

- Court Orders (separate appeal process is available)
- Disciplinary Hearing result (separate process available)
- Administrative action to ensure the safety, security and order of the facility
- Personal disputes with staff members

**Inmates must first attempt to resolve grievances informally with the Officer within their living area.**

If resolution is not possible, inmates can file a formal written grievance on the GRIEVANCE FORM, which will be provided to them upon request. Inmates must submit a formal grievance within 3 days of the grievance incident. Failure to follow the grievance procedure will result in denial of your grievance.

**Procedures for INFORMAL Resolution:**

1. Inmates shall meet with Corrections Officer assigned to their units and shall explain the nature of their grievances.
2. Corrections staff shall attempt to resolve the grievance.
3. If the grievance is resolved, no further action is necessary.
4. If inmates are not satisfied with grievance resolutions, they may request a Grievance Form.
5. Inmates shall complete a Grievance Form and give it to Corrections staff.

**Procedures for FORMAL Grievance Resolution:**

Step One:

1. If resolutions to grievances are not reached through the Informal Grievance Process, Formal Grievance Processes may be started by inmates.
2. Jail staff shall collect completed Grievance Forms from inmates.
3. Grievance Forms shall be delivered to Correctional Sergeant without altering or delaying.

Step Two:

1. Correctional Sergeant shall investigate the grievances and reply to the inmate within three (3) days.
2. If grievances are resolved by the Correctional Sergeant, the original forms are forwarded to the Jail Administrator.
3. The Jail Administrator or designee shall be responsible for entering grievances into inmates' file for future reference.
4. If the Correctional Sergeant's reply is not acceptable to the inmate, the Correctional Sergeant shall forward the grievances and all documentation to the Jail Administrator or designee, without delay.

Step Three:

1. The Jail Administrator shall review all grievance-related documentation and reply to the inmate on the Grievance Form within 5 days (excluding weekends and holidays).
2. Original copies of grievances shall be kept by the Jail Administrator.
3. The Jail Administrator shall be responsible for having grievance information entered into the inmates' files for future reference.
4. Decisions of the Jail Administration are final.

No inmate grievance will be processed if it contains obscene, insulting, sexual language or statements not related to their specific grievance. **ABUSE OF THE GRIEVANCE PROCEDURE WILL NOT BE TOLERATED.** Inmates submitting grievances for allegations of sexual abuse or sexual harassment are not bound by the time frames listed.

Inmates are encouraged to contact the MN Department of Corrections, Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St. Paul MN 55108 if you are not satisfied with the grievance response by jail staff.

**Inmate Programs**

NWRCC offers several programs, services, and activities for inmates. Program eligibility is determined by your security classification. Religious, educational, substance abuse, cognitive behavior and/or other group programming, individual counseling, vocational assessment, and other activities are available. You must be on the schedule to attend program activities. (See Program staff for details).

Program Staff may provide assistance in such areas as: institutional adjustment, personal issues, discharge planning and counseling.

Program staff shall coordinate the offering of religious and other faith-based services. These services are designed to assist inmates in areas such as Bible study, religious counseling, and other activities. Private religious consultations with clergy may be scheduled by filling out an Inmate Request Form and presenting it to Program staff; this request can also be made through the kiosk.

Library services are available through the education department, and you may check-out library materials using a bar coded ID system. You are responsible for returning books on time and in good condition. Failure to return library material on time and in good condition will result in your being charged a fee to offset costs as determined by the Jail Administrator. Other materials such as magazines, daily newspapers, and law books are restricted to use in the Program Service Area. (See education personnel for details).

Program staff may be able to assist you with making (black/white) photocopies upon request. Prior to requesting copies, you must have available funds in your account to cover the cost. Requests for copies with no available funds will be denied.

Photocopy amounts are as follows, but are subject to change:

- Photocopy                    \$0.50 per page

Program staff may be able to provide you with reading glasses upon request. A refundable eyeglass deposit is required. Eyeglass availability is limited to the extent resources allow and, in some cases, may not be available at all.

Eyeglass deposit amounts are as follows, but are subject to change:

- Eyeglass deposit        \$5.00

**Inmate Workers**



You may be eligible to apply for the 'Inmate Worker' program. If you are classified as 'General Population' and have demonstrated appropriate behavior, ask your Housing Unit Officer for an application. You must have been in jail for at least 10 days and have at least 3 weeks remaining on your sentence to qualify.

Any finding of guilt in a Major Disciplinary Action shall result in your removal from the 'Inmate Worker Program'. You shall be removed from the program pending Major Violations. If you are found not guilty or the violation is dropped, you shall be re-instated in the 'Inmate Worker Program'.

Inmates participating in the Inmate Worker program may receive STS credit, if authorized by the Court. Inmates not eligible for STS credit shall be compensated with a weekly canteen credit determined by the Jail Administrator.

STS eligible inmates take priority in filling vacancies over non-eligible inmates.

Programs staff determine who is assigned to what position.

### **Sentenced to Serve**

The Sentence to Service (STS) program allows eligible inmates to complete their Community Service hours, to work off a court-imposed fine(s) and/or to reduce their jail time.

To participate in STS, you must have STS eligibility authorized by the court, be approved by STS staff and meet classification requirements.

Inmates participating in release activities **are subject** to GPS monitoring, strip searches and drug/alcohol testing at his/her expense. All applicable fees will be applied to the inmate's trust account.

STS eligible inmates take priority in filling vacancies over non-eligible inmates.

Programs staff determine who is assigned to what position.

If you quit an STS position, you are not eligible to re-apply the remainder of your stay.

Work Release/STS privileges will be halted when a major violation is pending.

Major Violations Sanctions - In addition to sanctions imposed by the hearing committee, anyone found guilty of a major violation will also lose Work Release/STS privileges for a minimum of two weeks calculated from the date of disposition.

### **Work Release**

If Work Release is authorized by the judge, you may participate in Work Release (Huber) privilege or other approved release activities if you meet security classification requirements. If you are interested in participating in Work Release, submit a request to the Programming Department.

While participating in Work Release you must obey Work Release rules and pay Work Release (Huber) fees in a timely manner. You must provide a baseline UA prior to participating in Work Release.

During the winter months Programs staff will confirm Work Release participants possess/obtain proper winter attire prior to starting the Work Release program. Staff will not allow Work Release participants to leave the NWRCC without being properly dressed for winter weather conditions. This shall be in effect December – March annually. (This includes those that drive themselves, or get rides to work)

Inmates participating in release activities **are subject** to GPS monitoring, strip searches and drug/alcohol testing at his/her expense. All applicable fees will be applied to the inmate's trust account.

Work Release may be denied at staff discretion if it is believed that participation in the Work Release program is not in the best interest of community safety or the work site is deemed not appropriate. Corrections Staff shall hold Inmates in from Work Release activities for conduct that results in a major violation pending the outcome.

Work Release/STS privileges will be halted when a major violation is pending.

Major Violations Sanctions - In addition to sanctions imposed by the hearing committee, anyone found guilty of a major violation will also lose Work Release/STS privileges for a minimum of two weeks calculated from the date of disposition.

**Passes**

You will not be eligible for passes if you have been found guilty of a Minor/Major Violation within ninety (90) days prior to the requested pass date.

- **Misdemeanors** – You may be eligible for passes after thirty (30) days incarceration.
- **Gross Misdemeanors and Felonies** – You may be eligible for 1 pass per month after ninety (90) days incarceration. You may be eligible for 2 passes per month after 180 days incarceration.
- **Other Requirements for Pass Eligibility:**
  - You must be Under Sentence
  - You must have release status from the court
  - You must have been out working, actively seeking employment or participating in an off-premise activity for two (2) weeks.
  - You must not have had any disciplinary violations (write-ups) for ninety (90) days
  - Passes are a privilege and are given at staff discretion.

Passes shall be no longer than twelve (12) hours in length. Passes will begin no earlier than 8:00 a.m. and shall end no later than 8:00 p.m. Pass Request Forms are available from your Housing Unit Officer. Pass requests must be submitted by 8:00 a.m. on Wednesdays. Conditions for Pass/Furlough eligibility for inmates from contracted agencies shall be dictated by the referring agencies. You must provide a phone number you can be reached at during your pass. If you are unable to provide a phone number your pass will be limited to four (4) hours. Passes are a privilege and are granted at staff discretion. Passes will not be granted in back-to-back weekends.

Inmates released on a pass/furlough **are subject** to GPS monitoring, strip searches and/or drug testing at his/her expense. All applicable fees will be applied to the inmate’s trust account.

Release status activity (WR, STS, Passes / Furloughs, Appointments & School) fee amounts are as follows, but are subject to change:

U.A. On-Site Test Fee	\$10.00 per test
U.A. Lab Test Fee (send in)	\$15.00 per test
Breathalyzer Kiosk Fee	\$5.00 per test
GPS Monitoring Fee	\$10.00 per day
STS Participant Sign Up Fee	\$45.00
Work Release – County Huber	25% of Gross Income (per paycheck)
Self-pay Per Diem Huber (out of county)	\$55.00 per day

**Inmate Rules and Discipline**

To maintain inmate discipline within the jail, rules and regulations are established and punishments specified. The rules and regulations are listed in the INMATE HANDBOOK and/or are posted in areas throughout the facility. Posted rules are considered equally important as those listed in the INMATE HANDBOOK and will be enforced with equal severity.

If you are suspected of being in violation of jail rules, you may be placed in the Segregation Unit, pending formal disciplinary action in order to assure the safety and security of the facility.

If the offense/violation committed constitutes a crime, the Polk County Sheriff’s Department shall be notified, and criminal charges shall be pursued.

Violations shall be classified as either Minor or Major Violations.

If you are classified as High Risk or Pre-Hearing Detention, Disciplinary Segregation, or Close Custody your allowed time out of your cell will be restricted. Allowed time out of your cell will be determined by staff based on current classification, sanctions and/or a management plan. Allowed time out of cell will occur during the day shift unless staff determine it is logistically impossible while factoring facility rules, safety, and security.

**Major Violation Sanctions**

1. After being found guilty of Major Violations, Disciplinary Hearing Committees shall impose at least one of the following punishments:

**Disciplinary Segregation**

Minimum Penalty 4 days  
 Maximum Penalty 30 days (not to exceed a scheduled release date)

**Loss of Good Time**

Minimum Penalty 4 days  
 Maximum Penalty ALL Good Time

**Revocation of Release Status**

Minimum Penalty Loss of two (2) weeks  
 Maximum Penalty PERMANENT revocation

Any inmate found guilty of an A-11 Violation will lose Work Release / STS eligibility for the duration of their incarceration. All imposed sanctions not fully completed at the time of release will be held for one (1) year and re-instated if the offender returns to custody in the one-year period.

**Minor Violation Sanctions**

1. After being found guilty of a Minor Violation, the Disciplinary Hearing Committee will impose at least one of the following punishments:

- a. Cell Restriction: Minimum of 3 days up to a maximum of 7 days
- b. Loss of Release Privileges: Minimum of 3 days up to a maximum of 7 days
- c. Loss of Visiting Privileges: Minimum of 2 days up to a maximum of 5 days
- d. Loss of Recreation Privileges: Minimum of 3 days up to a maximum of 7 days
- e. Extra Duty: Minimum of 3 hours up to a maximum of 10 hours (Hearing Committee to specify a completion date)
- f. Loss of Canteen Privileges: Minimum of 3 days up to a maximum of 7 days
- g. Restitution: Actual cost of repairing or replacing damaged or altered item

If you decide to appeal your punishment, the punishment will be imposed, pending the Jail Administrator’s ruling.

**Minor Violations**

Minor Violations shall consist of:

<b>B1</b>	Failure to keep cell clean
<b>B2</b>	Failure to comply with facility dress code
<b>B3</b>	Failure to maintain personal hygiene
<b>B4</b>	Misuse of bedding or clothing
<b>B5</b>	Possession of clothing, bedding or linen in excess of amount allowed
<b>B6</b>	Possession of unauthorized clothing/linen
<b>B7</b>	Storing of non-commissary food items
<b>B8</b>	Storing of excessive edible commissary items

<b>B9</b>	Misuse of inmate intercom system
<b>B10</b>	Misuse of inmate telephone system
<b>B11</b>	Insolence
<b>B12</b>	Possession of another inmate's property
<b>B13</b>	Misuse of vending machines and/or debit cards or machines (kiosks)
<b>B14</b>	Storing of non-prescription medication
<b>B15</b>	Obstructing the view of one's cell
<b>B16</b>	Being in another inmate's cell
<b>B17</b>	Horseplay
<b>B18</b>	Gambling
<b>B19</b>	Failure to perform assigned job duties
<b>B20</b>	Possession of nuisance contraband items
<b>B21</b>	Possession of an item that has been altered for use other than its intended purpose
<b>B22</b>	Interference with staff duties and responsibilities
<b>B23</b>	Misuse of recreation and program areas
<b>B24</b>	Blocking or altering the normal function of vents, windows, intercom and lights
<b>B25</b>	Misuse of visiting area or visiting equipment
<b>B26</b>	Loitering near inmate cells or on the mezzanine
<b>B27</b>	Failure to pick up after ones-self in dayroom or other area of the facility
<b>B28</b>	Changing housing location (moving from upper to lower bunk or changing cells)
<b>B29</b>	Posting pictures / paper on walls
<b>B30</b>	Late returning from a release activity
<b>B31</b>	Covering head while sleeping
<b>B32</b>	Violation of Work Release / STS rules
<b>B33</b>	Misuse of electronic messaging / communication systems
<b>B34</b>	Unauthorized communication and/or letter writing, texting, notes, phone calls, visits

**Major Violations**

Major Violations shall consist of:

<b>A1</b>	<b>Murder or Attempted Murder</b> - No inmate shall murder or contribute to the death of another person.
<b>A2</b>	<b>Holding Hostage</b> - No inmate shall hold another person hostage.
<b>A3</b>	<b>Arson</b> - No inmate shall start or attempt to start a fire or shall engage in behavior, which could start a fire.
<b>A4</b>	<b>Participation in a Riot or Inciting/Encouraging Riotous Behavior</b> - No inmate or group of inmates shall participate in or encourage a disturbance, which jeopardizes the security of inmates, staff or the security of the facility.
<b>A5</b>	<b>Escape/Attempted Escape/Possession of Escape Paraphernalia</b> - No inmate shall leave the facility without authorization or fail to return from an authorized release activity. No inmate shall attempt to or make plans to escape from custody. No inmate shall be in possession of items, which could be used to aid/assist in an escape, such as rope, keys, clothing/disguises or any other item, which could be used to aid in an escape.
<b>A6</b>	<b>Possession of a Weapon</b> - No inmate shall introduce or be in possession of weapons. For the purpose of this section, weapons shall be defined as guns, clubs, knives, razor blades or other pointed/sharpened or cutting instrument, ammunition or explosive device. Items which are altered, located or controlled in such a manner that the item can be used as a weapon, shall constitute a possession of a weapon.

A7	<b>Assault</b> - No inmate shall assault or threaten to assault another person. Any act, attempted act or threat of an act, which if carried out would cause or create pain, injury or bodily harm shall constitute an assault.
A8	<b>Engaging in Sexual Conduct</b> - No inmate(s) shall engage in sexual activity. This shall include, intercourse, sodomy, masturbation of others, kissing or aggressive behavior intended to initiate sexual activity.
A9	<b>Smuggling/Introduction or Possession of Contraband</b> - No inmate shall transport any unauthorized item into or out of the secure perimeter of the NWRCC. No inmate shall be in possession of contraband. Inmates are fully responsible for any items being dropped off for them.
A10	<b>Failure to Obey a Direct Order</b> - No inmate shall refuse to comply with staff directives through the use of force, threat of force, physical / verbal or passive resistance. Any act of defiance that jeopardizes the security of the facility shall constitute a Major Violation in this section.
A11	<b>Use or Possession of Intoxicants/Drugs/Drug Paraphernalia</b> - No inmate shall use, sell, give-away, barter or otherwise be in possession of an intoxicant, drugs or drug paraphernalia. Any of the following shall constitute a violation of this section.
	<ul style="list-style-type: none"> <li>▪ Possession of an item which when used creates an intoxicating effect or could create an intoxicating effect.</li> <li>▪ Producing or attempting to produce substances that could create an intoxicating effect.</li> <li>▪ Possessing or attempting to possess prescription medication without authorization. This shall include any attempts by an inmate to “slough, cheek mis-use or abuse” their medication.</li> <li>▪ Testing positive through approved testing methods. (i.e. UA, PBT, Hair Analysis, etc.)</li> <li>▪ Possessing drug paraphernalia or an item, which is devised for use as drug paraphernalia.</li> <li>▪ Refusing to provide samples through approved testing methods. (i.e. UA, PBT, Hair Analysis, etc.)</li> </ul>
A12	<b>Possession of Incendiary Devices</b> - No inmate shall be in possession of lighters, matches or other items, which could be utilized to start a fire.
A13	<b>Possession of Tobacco/Tobacco Products</b> - No inmate shall be in possession of tobacco (chewing and smoking), rolling papers or other tobacco related products/accessories.
A14	<b>Interference with Count Procedures</b> - No inmate shall interfere with count procedures.
A15	<b>Fighting</b> - No inmate shall engage in conduct that constitutes a fight. An inmate who claims to have engaged in a physical confrontation in self-defense is in violation of this section.
A16	<b>Theft</b> - No inmate shall be in possession of institutional property that has not been issued to them. No inmate shall be in possession of another inmate’s property. No Inmate shall attempt an act that would result in theft of institutional or another inmate’s property.
A17	<b>Tattooing self or others/Possession of Tattooing Paraphernalia</b> - No inmate shall tattoo another inmate. No inmate shall possess items used for tattooing.
A18	<b>Tampering with a Locking Device or Life Safety System</b> - No inmate shall tamper with a locking mechanism or life safety system.
A19	<b>Conduct Detrimental to the Orderly Running of the Institution</b> - No inmate shall engage in conduct that interferes with the orderly running of the institution.
A20	<b>Damage or Destruction of NWRCC Property in excess of \$50.00</b> - No inmate shall damage institutional property. Any damage of property in excess of \$50.00 shall constitute a Major Violation.
A21	<b>Being in an Unauthorized Area</b> - No inmate shall be in an area of the facility for which they have not been granted approval. This shall include, but not limited to:
	<ul style="list-style-type: none"> <li>▪ Changing housing without permission from Corrections Staff / Housing Unit Officer.</li> <li>▪ Any Inmate loitering within 3 feet of housing unit door not assigned to them.</li> <li>▪ Any inmate loitering within 3 feet of staff areas without permission.</li> <li>▪ Any Inmate accessing a staff area (i.e. Housing Unit Officer Stations).</li> </ul>
A22	<b>Providing False Information to Corrections Staff</b> - No inmate shall provide false statements or falsify documentation to staff that presents a threat to the security of the facility.
A23	<b>Extortion/Blackmail/Strong-Arming</b> - No inmate shall engage in behavior in an attempt to extort, black mail or strong-arm other inmates, staff, volunteers or the general public.
A24	<b>Conspiring to Commit or Accessory to Committing a Major Violation</b> - No inmate shall conspire with another inmate or group of inmates or assist another inmate or group of inmates in the commission of a Major Violation. No inmate shall conspire with the general public in the commission of a Major Violation.

A25	<b>Defacing NWRCC Property</b> - No inmate shall deface NWRCC property. Graffiti in an inmate's cell or other area of the facility shall constitute a violation in this section.
A26	<b>Use of Intimidating/Threatening Behavior Towards Staff/Volunteer</b> - No inmate shall behave in a manner designed to intimidate or threaten NWRCC staff or volunteers.
A27	<b>Interfering with Housing Unit Change</b> - No inmate shall be permitted to refuse or interfere with a change in housing assignments, which shall include movement to another facility. This shall include refusing to accept a cellmate.
A28	<b>Involvement in Gang Activity</b> - No inmate shall be permitted to participate in or advertise gang activity or gang affiliations. Artwork that displays gang signs or gang affiliations shall not be displayed within the facility.
A29	<b>Failure to Comply with Release Contract</b> - No inmate shall fail to comply with the release contract. Depending upon the nature of the violation in this section, this may be held as a minor violation.
A30	<b>Multiple Minor Violations</b> - Any inmate who has three (3) minor violations shall be in violation of this section.
A31	<b>Failure to Comply with Disciplinary Sanctions</b> - No inmate shall fail to comply with disciplinary sanctions imposed by the Disciplinary Hearing Committee.
A32	<b>Sexual Harassment</b> - No inmate shall engage in sexually harassing behavior towards other inmates or staff. This shall include, but shall not be limited to, unwelcome sexual advances, requests for sexual favors, disrobing or requesting that another person disrobe, making sexually offensive comments or gestures or other verbal or physical conduct of a sexual nature.

### Inmate's Rights in the Disciplinary Process

1. Inmates shall be served with violations within twenty-four (24) hours of staff knowledge of incidents or within twenty-four (24) hours of the conclusion of the investigation of the incidents, excluding weekends and holidays.
2. Inmates are entitled to due process hearings for rule violations. Staff members, witnessing or investigating alleged violations, shall not participate on Disciplinary Hearing Committees.
3. Disciplinary hearings shall be held within 7 days after inmates are served with violations, excluding weekends and holidays, unless there is good cause for delays or in the event of logistical impossibilities.
4. Correctional Sergeants shall review the need for Pre-Hearing Detentions prior to hearings. Inmates in pre-hearing detentions shall have disciplinary hearings within 72 hours of being served with violations, excluding weekends and holidays.
5. Inmates shall be notified of hearing dates and times at least 24 hours in advance of the hearings unless inmates waive this right.
6. Inmates have the right to request continuances of hearings for good cause.
7. Inmates shall be allowed to make statements, present evidence and call witnesses during disciplinary hearings. Inmates requesting witnesses must notify Disciplinary Hearing Committees in writing 24 hours in advance of hearings. Failure to notify Disciplinary Hearing Committees in writing shall result in being denied witnesses participation.
8. Inmates may not question witnesses if doing so may present safety/security concerns. Inmates may provide a list of questions to ask witnesses to the Disciplinary Hearing Committees.
9. Inmates may request the assistance of a staff member during the disciplinary hearing.
10. Inmates may appeal decisions of Disciplinary Hearing Committees to the Jail Administrator. Inmates must submit their appeals in writing within 48 hours of disciplinary rulings. Appeals shall be considered only when one of the following criteria exists:
  - The imposed sanctions are not allowed by policy or are not appropriate considering the seriousness of the violation.
  - Corrections staff did not follow established procedures during disciplinary hearings.

The Jail Administrator's rulings shall be returned within 5 working days of receipt of appeals and shall be final.

### Right of Appeal

Inmates may appeal decisions of Disciplinary Hearing Committees to the Jail Administrator within 48 hours of their hearings. Appeals must be submitted directly to the Jail Administrator IN WRITING. Inmates MUST state SPECIFICALLY what they are disputing in their appeals.

The Jail Administrator shall consider the merit of appeals based on the following factors:

- Was there sufficient evidence to support the charges
- Was there sufficient compliance with NWRCC policies and procedures; and
- Were the imposed sanctions proportionate to the violations

The Jail Administrator's rulings shall be returned within 5 working days of appeals and shall be final.

### **Consular Notification**

If you are a foreign national, you have the right to have the consulate office of your home nation notified of your incarceration. Please notify jail staff for assistance.

### **Tips on Managing the Stress of Incarceration**

Whether this is your first time being in jail or your fiftieth time, being in jail can be incredibly stressful. Staff of the NWRCC recognize that your life on the outside continues despite your incarceration and that this often places you under incredible stress. While you are here, you are encouraged to try a variety of stress management practices which will hopefully make your time here more manageable and productive, but will also help to equip you to manage stress in a more positive way when you are released.

*Deep Breathing Meditation:* The simple act of practicing deep breathing and learning to quiet your mind has numerous health benefits, some of which include lowering your blood pressure, boosting your immune system and improving anxiety and stress.

*Exercise:* Take advantage of opportunities to get out of your housing unit and access the gym. Physical exercise will help to burn off excess energy and will release endorphins which will help you to feel better. If you don't want to go to the gym, get into the habit of doing some basic exercises, such as squats, push-ups, sit-ups and/or lunges in your cell.

*Limit Caffeine:* Try to keep your caffeine intake to a minimum. Many problems with sleep disruption are a direct result of too much caffeine intake and sleeping too late into the day (which then makes it difficult to get back to sleep at night). Excessive caffeine intake can also increase anxiety symptoms.

*Keep a Stress Journal:* A stress journal will help you to identify stressors in your life. Once you properly identify things that cause you stress, you can work towards addressing them and limiting their effect on you.

*Support System:* Stay in touch with family, friends and loved ones as much as you can through visiting, telephone and by written communication. Nothing can replace face-to-face contact with those you care about but keep them in mind and recognize that you are still an important part of their lives. Get involved in groups that are conducted by volunteers or jail staff. Make use of your time.

*Don't Involve Yourself in Other People's Drama:* The unfortunate reality is that many inmates at this facility and other facilities which you may go to, will find it necessary to make other people's time more difficult. These inmates are easy to identify. Don't involve yourself in their drama. These people are only going to add stress to your life and will likely cause you to get involved in a situation with significant consequences.

*Develop a Routine:* Try to make productive use of your time and get into a normal routine. Developing a routine will help your time to go faster.