

Steele County Detention Center – Detainee Handbook

Mission Statement

The mission of the Steele County Detention Center is to provide for the safe and humane housing of individuals committed to our custody. Management and staff priorities include employee development, strategic planning, training, safety of our staff and the public we serve while maintaining fiscal responsibility and accountability. The Detention Center takes a Program based approach to incarceration with the end goal to reduce recidivism and return subjects to the community with better skills to cope with everyday challenges.

Introduction

The detainee handbook contains information to help detainees understand facility rules, regulations, available programs, medical care and other resources. It outlines our expectations for your behavior, the Steele County Discipline plan is available upon request.

You are responsible for reading and understanding facility rules and you are required to follow them. If there is something you do not understand please ask a staff person to explain.

Detention Center Staff

When a staff member gives you a directive it is expected you will follow it **immediately**.

Detainees not following staff orders or directives shall be subject to disciplinary action. When an officer calls for “lockdown” detainees will immediately return to their cells and secure their cell doors, those in minimum areas will immediately return to your bunk. Individuals and/or groups who are slow to lockdown are subject to disciplinary action.

PREA – Prison Rape Elimination Act of 2003

It is the policy of the Steele County Sheriff’s Office and the Detention Center to prohibit any person from engaging in, attempting to engage in, or soliciting sexual relations with another person within the Detention Center or any property under the control of the Sheriff’s Office.

Violations of the policy will result in disciplinary action and possible new criminal charges.

Sexual Harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, disrobing or asking another person to disrobe without a legitimate facility or security purpose, making repeated and ongoing sexually offensive comments or gestures, or other verbal or physical conduct of a sexual nature.

Detainee responsibility: If a detainee becomes a victim of sexual assault or harassment, has been threatened with sexual assault or harassment, or becomes aware of another detainee who has been sexually assaulted or harassed you are required to take the following actions:

- Verbally report the information to a correctional officer immediately
- Submit the information through a detainee request form to a correctional officer
- Submit a detainee grievance with the information to the shift supervisor (PREA grievances are not subject to the normal grievance process timeline).
- Write a letter or send a kite to Jail Administration, requests can be sent via TurnKey
 - There is no time frame that a report must be filed.

Detainees who knowingly file a false claim of sexual conduct or harassment will be disciplined and may be subject to criminal charges.

You may also privately report any abuse or harassment to the Crisis Resource Center of Steele County, this is a free call and will be confidential if requested. The number is 507-451-1202, these calls are not subject to recording. You can also write to the same agency at 112 N Oak Ave, Owatonna, MN 55060. If you are uncomfortable reporting the information you can request that a third-party person report on your behalf (family member, friend, member of the clergy etc.) Reports can also be made on the Steele County website.

Detainee Property

Personal Property

After intake, your personal property is secured in the intake property room. Upon your release, all property and valuables will be returned to you unless it has been retained as evidence or you have authorized its release to someone else.

The detention center will not accept any personal property for an inmate through the mail or at the records window.

Release of Property

You may release your property and valuables to a family member or friend by filling out a Steele County Detention Center Property Release Form. You may only do this once during your time here, and you must release all property except for one set of clothing and shoes. *If you are being released to prison you will need to release your clothing as well.*

Any property not picked up within (30) days of release will be destroyed.

Personal Property allowed into the Detention Center

You may keep the following personal items while in custody:

Dentures/plastic denture case

Legal documents

(1) Pair of prescription eyeglasses, no sunglasses

(1) Set of prescription contacts/contact case
Prosthetics as determined appropriate by jail medical staff.

PERSONAL PROPERTY WILL NOT BE ACCEPTED THROUGH THE MAIL OR THROUGH OTHER MEANS

Other items allowed in your cell include:

- Mail, we do not allow magazines or newspapers in the housing units, they will be placed in your personal property. Excess mail may be removed from detainee housing units and placed in your personal property.
- Photos, not to exceed 24 photos
- Items purchased through jail commissary
- 5 Books from Detention Center Library
- 2 Pencils
- The following personal hygiene items which are issued by correctional staff
 - Toothbrush/toothpaste
 - Shampoo
 - Comb
 - Deodorant
 - Bar of soap

The number of items you are allowed may vary by housing unit.

Detention Center Fees and Detainee Funds

Booking Fee: The Steele County Detention Center collects a booking fee from each person held for confinement. This is authorized per MN Statute 641.41 subd 1. Booking fees will not be collected from detainees being boarded from another agency(except in instances where a detainee is choosing to serve their time here as allowed by another jurisdiction), for juveniles, or those in jail on writs or other court motions.

Intake Fee: The Steele County Detention Center collects an Intake Fee from any person that is not released after booking. This fee covers basic hygiene to maintain personal cleanliness while in the facility and the cost of a debitek card rental.

Booking Fee Return

A person can request the return of their booking fee if all charges are dismissed at court or if they are acquitted of the charges. It is up to you to provide proof from the courts that your charges were dismissed, or you were acquitted. If you believe you are entitled to a refund of your booking fee you should contact the Steele County Detention Center at 507-446-7000 and ask to speak to the Finance Department.

Card fee

At the time of booking you will be issued a Debit card. The fee for this card is included in the initial Cup/Card/Hygiene. If you damage or destroy the card a new card must be issued, you will be billed \$5 for the replacement card.

Destruction of property fee

If you are deemed responsible for the destruction of Detention Center Property, your inmate account will be assessed a fee to cover the cost of replacement. Below is a fee schedule:

STEELE COUNTY DETENTION CENTER PRICE SCHEDULE FOR DAMAGED ITEMS	
ITEM	PRICE
Fingernail Clippers	\$1.50
Mattress Cover	\$9.25
Mattress	\$85.00
Blanket	\$10.00
Bath Towel	\$3.00
Washcloth	\$1.50
T-Shirts	\$6.50
Boxer Shorts	\$3.00
Woman's Panties	\$3.00
Sports Bra	\$5.25
Thermal Shirt	\$5.00
Socks	\$1.80
Uniform Shirt	\$9.50
Uniform Pants	\$11.50
Gym Shorts	\$6.50
Crocks Footwear	\$12.00
Laundry Bag	\$4.50
Storage Box – Small	\$12.00
Storage Box - Large	\$18.00
Mugs	\$2.50
Debit Card	\$5.00
Trash Can	\$10.00
Food Tray/Cover	\$17.00/13.00
STEELE COUNTY DETENTION CENTER FEE SCHEDULE	
Booking Fee	\$20
Intake Fee: Cup/Card/Hygiene	\$10
Work Release Fee	\$25/day
Out of County Work Release	\$60/day
Copy Service Fee	\$1 per request
Copy Price Per Page	\$0.25
UA Fee	\$10
UA Fee (Lab Verified)	\$45
Medical Co-Pay	\$10
Laundry Fee	\$10

Detainee Funds

Outside parties can deposit funds on your account by visiting the lobby kiosk or online by using team3.inmatecanteen.com to deposit funds by using a credit card. There is an additional credit card fee for transactions done via credit card.

Money on your account is not released until you are. If you have an unusual situation or emergency that requires the release of your inmate funds prior to release, you can request Jail Administration to review your situation and make a determination on releasing the funds.

After (7) consecutive days of a detainee account being \$1.00 or less, you will be considered indigent and eligible to request designated hygiene products. You can also request two indigent envelopes per week using the kiosk. A charge for each item you receive will be entered onto your account.

If you are indigent or have an outstanding balance on your account, we will allow you to keep 50% of all money deposited into your account, we will take the other 50% automatically and apply it to your bill.

Detainee Rights and Expectations

Detainee Rights

As a detainee at the Steele County Detention Center your rights are:

- You have the right to humane treatment and respect, impartiality and fairness
- You have the right to adequate medical, dental, and mental health care
- You have the right to adequate meals in accordance with established nutritional standards
- You have the right to reasonable visitation and telephone contact with the public and media
- You have the right to reasonable access to available medical material
- You have the right to freedom of religious affiliation and voluntary worship
- You have the right to participate, if eligible, in programs, educational and work opportunities and resources if available

The Steele County Detention Center does not discriminate against anyone based on their race, religion, national origin, gender, sexual orientation, age, or disability. We are committed to providing an environment free from discrimination and harassment and will not tolerate such actions by employees, volunteers, vendors or detainees. If you believe you have been the subject of discrimination or harassment you are expected to address the matter immediately. You should first appropriately address the matter with the person(s) involved. If you wish to have the matter further addressed, you can submit a complaint using the grievance procedures contained in this handbook. You may send the information via a kite using the TurnKey kiosk. Be sure to include the nature of the complaint, the facts supporting the complaint, and the names of any witnesses so we can thoroughly investigate.

Expected Detainee Behavior

- You are required to follow all rules and regulations, they are established for your safety and the safety of those around you
- You are required to follow all staff directives and requests immediately
- You are required to respect the Detention Center property and the property of others
- You are required to keep your cell and the common areas clean, orderly and sanitary
- You are required to maintain daily personal hygiene
- You are expected to conduct yourself in an adult manner at all times. There shall be no yelling between cells or in cells, no whistling, banging or horseplay, etc.
- Inmates housed in second floor housing units are not permitted to loiter on the second floor
- Inmates with first floor housing are not permitted on the second floor
- You are not to enter or loiter in the doorway of another inmate's cell
- You are expected to comply with all facility uniform requirements
- Unacceptable behavior will result in disciplinary action

Inmate Classification

As part of the booking process you are assigned an initial classification, you are then placed in an appropriate housing unit. This process determines your security status, housing unit designation, any special needs based on your age, mental condition, offense, prior record and your general attitude and behavior.

Telephone access may be restricted at the request of law enforcement for investigative purposes.

Your classification is an ongoing process and is based primarily on your behavior within the facility.

You will be reclassified at a minimum of every 30 days or if behavior dictates otherwise.

Your classification can be reduced for appropriate behavior or may be increased due to inappropriate behavior or security/safety concerns. The Steele County Detention Center reserves the right to change your classification and housing unit at any time that your behavior dictates.

When you are placed in a housing unit a correctional officer will assign you a cell and assist you in checking to make sure everything is working properly and that there is no contraband or damage to the cell, this includes marks and/or writing on the cell walls and doors. You will be required to sign a document stating the condition of the cell and you will be accountable for its condition throughout your stay.

Detainee Uniform and Bedding

Clothing and Bedding Issue and Exchange

Upon arrival to the housing unit you will be given bedding, linen, towels and a washcloth. In addition, you will be issued all of the clothing you will wear while in the facility. The condition of the items you receive will be noted and you will be responsible for their condition when they are returned. You will be charged for damages to these items, the items are not to be modified in any way and are to be worn in the manner that they are intended.

Your initial issue includes:

- A facility uniform (2 one-piece jumpsuits or two 2-piece uniforms)
- 2 pair of gym shorts
- 2 t-shirts
- 2 thermal shirts (this is seasonal Oct. 1 thru April 1)
- 2 pair of under garments (boxers or panties)
- 2 pair of socks
- 1 pair of crocks
- 2 laundry bags
- 2 sports bras (females)

Bedding, Linen and Towels

- 1 Mattress Cover
- 1 blanket
- 2 towels
- 2 washcloths
- Each bed is furnished with a mattress and built in pillow.

Jail staff may remove a detainee's bedding, linen or clothing on occasions where safety and security of the facility are threatened. Bedding or linen will be returned to the detainee as soon as it is reasonable to believe that the behavior that caused the action is not continued.

Appropriate Dress while in Detention Center

Dayroom and program areas:

T-shirt or thermal shirt, underwear, either one-piece or two-piece jail uniform, socks, crocs, or tennis shoes. ID badge must be worn. No rolling of pants or arm sleeves is permitted. Pants must always be worn above the hips. T-Shirts or thermals will be tucked into your pants at the waist if it hangs longer than your uniform top.

Cell or bunk areas:

Male inmates must, at a minimum, wear undergarments, a t-shirt and blue shorts.

Females in Center Pod must, at minimum, wear a t-shirt, bra, undergarments, and blue shorts.

Any clothing changes that require you to wear less than the required minimum uniform must take place in the showers or bathroom stalls.

Gym:

A t-shirt, under garments, gym shorts, socks, and gym shoes must always be worn. ID badges must be worn to the gym.

Outdoor Recreation area:

A t-shirt, under garments, gym shorts, socks and crocs must be worn at all times.

Uniforms and linen exchange schedules are posted in the housing units.

Detainee Hygiene

Detainees are issued a personal hygiene kit at intake. Additional hygiene can be obtained by ordering more over the unit kiosk.

Showering

You are required to take a shower and brush your teeth at least one time per day. Detainees are required to use the shower located on the same floor as their bed assignment in minimum or as directed by correctional staff.

Detainees with head or body lice, vermin or contagious skin problems are referred to the medical unit for appropriate treatment.

Detainees who refuse to maintain appropriate levels of hygiene are subject to disciplinary action.

Shaving

Razors are available daily through the housing unit officer. A designated time is scheduled daily between 0730 and 0830 to allow detainees the opportunity to shave. Razors must be used and returned intact to the Housing Unit Officer within the designated time frame. Razors are not permitted in the High Risk Special Management classification. The only time detainees classified as High Risk Special Management are allowed razors will be for jury trial and under direct observation of staff.

Detainees who do not abide by the shaving rules are subject to loss of razor privilege and disciplinary action.

Haircuts

Detainees requesting a haircut must do so by sending a request to programs via the unit kiosk. Detainees will have access to haircuts once every two weeks. These will be done in the housing units. All detainees will be responsible to cut their own hair. Receiving a haircut from another detainee, cutting another detainees hair or cutting your hair in a fashion that is deemed inappropriate by detention center staff will result in disciplinary action.

Detainee Cleaning

Housekeeping

For your health and safety, you are expected to maintain your living area by keeping it clean, neat and orderly at all times. Your living area includes your cell, shower area, and the day room area of your housing unit. You are responsible for your own personal property in the dayroom. Personal property left in the dayroom will be held until the following day. If you do not retrieve it by noon or it becomes a reoccurring problem, the items will be disposed of.

Cells:

Cleaning procedures and expectations for cleaning are posted in the housing units.

- Your cell is inspected by the housing officer. If your cell does not meet standards the housing officer will direct you to clean your area again.
- Personal hygiene items are the only items that should be kept on the shelf in your cell.
- You cannot attach pictures, photos, artwork or anything else on the walls of your cell or bunk.
- You are required to keep the cell floor clean and free of clutter.
- You are not permitted to place anything over vent covers or windows in doors.
- All personal property is to be stored in the bins provided to you.
- You are not permitted to use any vacant bunks to store property or drape clothing.

Dayroom/Living Areas:

The following must be cleaned, swept, mopped, vacuumed, scrubbed and/or disinfected by detainees daily:

- Tables wiped down and cleaned
- Chairs wiped down and cleaned
- Showers scrubbed and cleaned
- Carpet vacuumed
- Steps and rails wiped down and cleaned
- Floors swept and mopped

Detainee Communication

Detainee Requests

Detainees can send messages to Correctional Staff, Programs, Medical, Finance, Administration or Turnkey by using the kiosk in the housing units. You can use the kiosk to make a PREA report, request programming information, request medical visits, or to ask questions. If you have questions about who to send specific requests to, ask your housing unit officer. All routine requests should first be handled by contacting the housing unit officer.

Visiting

All visiting is done through the kiosks in your housing units. A visitor logs into the system either on site or remotely to initiate a visit with you, your name will appear on the kiosk. You must be in the unit to receive your visit; it is not the housing unit officer's responsibility to advise you when your name comes up on the screen. Because of the nature of the system you need to scan your card so your visit will come to the correct housing unit. If you are reclassified to a different unit you need to rescan your card.

If nudity or inappropriate behavior is observed during a visit, you could lose your visiting privileges and the visitor(s) will be banned from future visits.

VISITING HOURS

Off Site (Subject to Change and Detainee Availability)
Monday – Sunday 8AM to 10 PM

On Site (Subject to Change and Detainee Availability)
Monday – Sunday 12 PM to 4 PM
Monday – Sunday 7:30 PM to 10 PM

Your visitors need to set up an account by going to www.team3.inmatecanteen.com

Detainees can refuse any visit. The Steele County Detention Center reserves the right to deny or terminate a visit which may be a threat to the safety and security of this facility. Visits may be denied if the detainee is under disciplinary sanctions. Visitors must dress appropriately; we reserve the right to refuse a visitor based on inappropriate clothing.

- Visitors will not be permitted to visit on site if they are under the influence of drugs or alcohol.
- The use of cell phones during visiting is prohibited by visitors.
- Food and beverages are not allowed in the visiting areas.
- Minor children must be supervised at all times.
- Visits can be denied or terminated at any time due to inappropriate language, actions or attire.
- All visits are recorded.

Detainee Telephone Access

All phone calls, with the exception of attorney calls, are outbound calls that are charged a fee of \$0.21 per minute. At no time is a detainee telephone call to be charged to the Detention Center. All telephone calls, with the exception of attorney calls, are subject to electronic monitoring and recording. Use of the phone is a privilege and can be denied at any time.

The Detention Center's current phone provider is Turnkey Corrections. Phone time can be obtained in the following ways:

- Have money on your account. Family or friends can make deposits to your account using team3.inmatecanteen.com
- Qualify as indigent. Indigent detainees will have access to 10 minutes of call time, with no charge, weekly.
- Have friends or Family set up a "call in" account at team3.inmatecanteen.com. This account will allow friends and family to call into the facility to communicate with you. If you receive an incoming call, the unit kiosks will alert you to the call. You can access the call by entering your account code and PIN number in any phone receiver.

Phone rules:

If you find your attorney's phone number is not programmed as free, you are required to notify Detention Center staff. Provide the full name and phone number of the attorney. The information is sent to our phone provider and they verify the accuracy and set up the proper account. Once the verification is made you will be able to contact them as a free and private call.

- Do not make third party calls or participate in conference calls
- Do not make phone calls that are a nuisance or harassing in nature
- Do not use another inmate's account to place calls
- Do not make calls for someone else
- Do not prevent others from using the phone
- Do not call Detention Center numbers
- If instructed to end your call by correctional staff, you must do so immediately
- Hours of Phone Access: 0700 to 1030, 1130 to 1600, 1900 to 2200.

Detainees in disciplinary segregation will have phone use limited to their hour out of their cell.

Telephone Access for the Hearing Impaired

The Steele County Detention Center offers phone access to detainees who are hearing impaired through Purple VRS. If you are hearing impaired and need telephone access for personal or professional reasons, please submit a request to use this service through your housing officer or the unit kiosk.

Detainee mail

There are no restrictions on the number of correspondences sent or received by inmates who purchase their own postmarked envelopes. Detainees who are indigent can receive two postmarked envelopes every 7 days on indigent status. Detainee mail will be sent out and received Monday through Friday. Incoming mail will be distributed Tuesday through Saturday.

All mail is inspected by correctional staff for contraband and content. If cash is enclosed, the funds will be removed from the correspondence and placed into your TurnKey account. Staff will mark the envelope with the amount of the deposit. We do accept checks and cash from other jails, county entities or the IRS. If the Detention Center receives a personal check, an unapproved money order, or cashier's check in the mail, you will be notified that the item was placed into your personal property. At that point you have three (3) options. You can

- a. Leave it in your property
- b. Sign it and send it out in the mail. You must purchase and prepare the envelope and staff will enclose the item that is to be sent out
- c. You can release it with your personal property (see release of property section)

Approved Money Orders: Postal Office or Bank issued.

Privileged mail (attorney, probation or court): All privileged mail is opened and inspected in the presence of the detainee. Any outgoing privileged mail will need to be presented to the housing unit officer for inspection and then sealed after inspection.

Items eligible for a legal envelope: Mail to your certified legal representative, Mail to the Department of Corrections, Mail to approved social services department.

Outgoing mail should NOT be sealed by detainees. If it is privileged mail it will be inspected, not read, by Detention Center staff, sealed and stamped legal mail in the presence of the detainee.

Detainees are not allowed to order merchandise through the mail or by telephone. Deliveries will not be accepted. Magazines and newspapers will be placed in your personal property and you will receive a restricted mail form to notify you the items are in your personal property.

Any postage that comes into the facility from an outside source will be placed in your property. This includes any P.R.-postage paid envelopes.

Incoming mail that is scented, written in crayon/marker, has the appearance of any watermarks and/or has markings/graffiti on the envelope, will be photo copied and the copies will be sent to you. The original will be placed in your property.

At no time are detainees allowed to keep envelopes. In the event you need an address off the envelope, you will be permitted to write it down before it is disposed of. Correctional staff will be in control of the envelope at all times.

Incoming mail should be addressed:

Detainee name
Steele County Detention Center
2500 Alexander Street SW
Owatonna, MN 55060

Email

You have the ability to correspond by sending and receiving emails using the kiosks in the housing units. This is not a free service, fees do apply. All messaging is subject to review by jail staff.

Obtaining Copies

You have the ability to request copies of any paperwork you have while in custody at the detention center. All copies will be subject to a processing and per page fee (listed above). You must have money on your inmate account to cover these fees. If you wish to have copies made, you will be required to send a request to the finance department.

Detainee Meals

Food service at the Steele County Detention Center is in compliance with the MN Department of Corrections rules and regulations. Meal planning is reviewed annually for compliance.

Meals are served at approximately 0700, 1100 and 1700. The schedule may vary due to major holidays. Meals will be served on either a tray or as a bag meal. All kitchen materials will be returned after each meal. All therapeutic diets prescribed by medical or religious authorities must be approved by medical or program staff. If approved, the request will be forwarded to the Food Service Director. Meals are for personal consumption and not to be shared or gifted.

Detainee Vending

Vending machines are available in each housing unit allowing for the purchase of food and beverages. You will find a list of commissary items on the housing unit kiosk, you may place orders by using the kiosk. You must have funds in your account to order commissary and use the vending machines. You will have to transfer funds from your inmate account to your Debitek card to use the vending machines. You cannot purchase items from vending machines, order items from commissary or debit an account other than your own.

The Steele County Detention Center is not responsible for refunds on product or money. You must submit a ticket through the kiosk to the vendor explaining your situation.

At booking you were issued a Debitek card and a pin number. You paid a \$5 fee for that card. If you damage it and need a replacement you will be billed an additional \$5 fee. The card and pin are for your use only. Do not share your card or pin with anyone. Balances on lost or stolen cards will not be replaced at the jail's expense. You will be able to access your account information by inserting the card into the kiosk.

Detainee Programing

You will have the opportunity to participate in programs and services while in the Steele County Detention Center. A list of available programs and a schedule of programs is posted on the digital message TV in each housing unit. All detainees should have access to programs and services unless you are in disciplinary segregation or on lock down status. Safety and security issues may also dictate whether you may participate. Detention Center staff may refuse your request to attend based on any of the criteria listed above.

**Note that program changes or cancellations may occur without prior notice due to staff limitations, lack of interest or due to security needs.*

General Rules for Programs:

- No fighting, yelling or horseplay
- Maintain a reasonable noise level
- No intentional damage to facility equipment or supplies
- Follow orders given by staff and volunteers
- Be in uniform at all times
- No sitting on tables
- No use of profanity
- Be respectful to staff and volunteers

Recreation

Recreation is available in the gym or outside recreation areas. Housing unit recreation includes board games, cards, ping pong, etc. Recreation time in the gym is scheduled, posted and available to those who have been approved by programs or medical staff. All gym recreation is supervised by Detention Center Staff.

If you are injured during recreation time it is your responsibility to immediately report the injury to staff, you will need medical clearance from Detention Center medical staff to resume participation in recreational activities. You must fill out a medical request to receive clearance to participate.

Each housing unit has an outdoor recreation area which is managed by the housing unit officer who will determine when it is available for detainee use. Outdoor rec is generally open to you until 2200 and can accommodate 8 detainees in A/B Pod, 4 detainees in C/D Pod and 8 Detainees in E Pod; at any given time. Outdoor recreation will be closed during rain/snow, severe weather advisories, temperatures below 40 degrees, or if there is water on the pavement. You may wear shorts and a t-shirt in the outdoor recreation area. Approved items for use in the outdoor rec include a beverage, a book, a hacky sack and the beanbag toss game. No furniture is allowed, and you are not allowed to take food items outside. Any misuse of the outdoor rec area will result in a loss of privilege and/or disciplinary actions.

Religion

The Steele County Detention Center is committed to providing access and opportunities that allow for detainees to practice their religious beliefs. If you are in disciplinary segregation you may still participate in religious counseling. You may be required to use a non-contact visiting monitor if you are considered to be a risk to the safety of others or yourself. A variety of religious texts are available for you to use, they are located in the library. Other religious materials may be available upon request. Contact programs with questions.

Library and Law Library

A variety of books are available in the Detention Center library. You are responsible for the materials you borrow from the library. Any damaged items are charged to your account and may result in disciplinary action. It is your responsibility to report damaged books when you receive them. Detainees can access the Library based on availability and at officer discretion. A maximum of 4 inmates will be allowed in the library at once.

Book carts are available in the housing unit for you to return materials. Specific classifications will not have access to the library. However, a book cart will be brought to their unit and the books available will be rotated out periodically.

Law Library is available by accessing it on the housing unit kiosk after 2200 hours (you will need to submit a request to your housing unit officer to access this)

If you have legal questions or need further legal materials, you will need to contact your attorney for further assistance.

The Detention Center also has two legal reference books available. These must be checked out by sending a request to your housing unit officer.

Detainee Workers

The Detention Center is in need of inmate workers to assist with laundry, housekeeping and other tasks.

If you are interested in an inmate worker position, you must put your name on the sign up sheet posted in the pod when there is a job opening. Staff will review the list of approved workers and make a decision based on, behavior and rule compliance.

Available detainee worker positions are subject to your classification and housing assignment.

Being a detainee worker is a privilege and can be taken away at the discretion of Detention Center Staff. Detainee workers may also be removed from worker status for rule violations and failure to perform your duties.

Sentenced Steele County inmates will earn one day off their sentence for every 12 hours worked. The accumulation of time off will not exceed 15% of your total sentence. Non sentenced inmates will not receive credit for time spent in the program and are considered volunteers. You can earn hygiene or food items for hours worked, speak to a Programs staff person about how that system works.

Huber Law (Work Release)/Job Seeking

Detainees approved for work release privileges by the courts and that meet eligibility requirements of the Detention Center must abide by the Work Release contract. This includes full responsibility for any and all costs for medical services and expenses. You should contact programs to view a copy of the contract so you understand the expectations of the program.

Detainees who meet the eligibility requirements of the Detention Center are able to participate in the job search program. Contact programs to view a copy of the contract so you understand the expectations of the program.

Detainee Medical Services

The Detention Center provides access to on site medical services. Detainees requesting to see a health care professional must submit a medical request on the unit kiosk with a detailed explanation of why you need to be seen. They may send you a message back with additional questions.

Sick call is done three times per week. The medical unit will do its best to see you on the next available sick day after they have had a chance to fully review your request. Urgent or emergency situations will be addressed by medical and/or correctional staff with the assistance of on call medical staff.

There is a fee for medical services, including sick call (whether you see the nurse or doctor), emergency room visits, dentist visits, lab or x-ray and for mental health visits. You may be charged an additional fee if you require special equipment or supplies.

If you request additional services that the jail physician did not recommend, you are responsible for the full cost of the care.

Indigent detainees will be treated regardless of their ability to pay, however you will still be billed the fee for service. When you receive money, those fees will be paid.

Medication

Medication is dispensed two times per day unless otherwise prescribed by Detention Center medical staff. All medication will be taken in the presence of correctional staff. Each unit will make an announcement before starting med pass. It is your responsibility to show up in person during medication delivery. If you miss med pass the cart will not be returned to the housing unit.

All oral medications will be taken using your facility issued cup filled with water and must be fully swallowed. If any medication is seen in your mouth after swallowing, medical staff will be notified and you may be subject to disciplinary action. The doctor will be notified by medical staff and your medication may be discontinued. If the medication cannot be discontinued it will be crushed into a powder for you to take.

If you enter the facility with your own medications those will be used first, provided they can be verified by medical staff and confirmed to be current. It is your responsibility to have someone bring in your medication from home and they must be in the original prescription bottle. All medications will be verified by medical staff as current and the Detention Center doctor needs to approve its use. You should understand that not all medications are approved.

If the facility doctor orders medication from our emergency stock of medications, your account will be charged for the cost.

Over the counter medications ordered by medical staff will be your financial responsibility. The cost of those items will be deducted from your account. Over the counter medications for pain (Ibuprofen and Acetaminophen) are also available through canteen.

You are required to follow the treatment schedule prescribed by the health care staff for the use of prescribed medication. You have the right to refuse medication and treatment at any time while you are here. Your refusal will be documented and may result in medication being discontinued.

If you are loaned a piece of medical equipment to use while in the facility, you are required to return it to the medical unit in the same condition it was in when you received it. If there is damage you will be billed the full amount to replace the item.

At the time of booking you are required to disclose your medical insurance information, MN Statute 641.15, Subd. 3.

If you are in custody for 14 days or more you are required by law to be screened for Tuberculosis, MN Statute 144.445. If you refuse screening you will be placed in medical segregation to ensure the safety of all inmates and staff.

Detainee Grievance Procedure

The grievance process is a means for inmates to address a concern that cannot be resolved by other, less formal means. Inmates must attempt to resolve any concerns informally via the kite system prior to pursuing the formal grievance process. Inmates must follow the chain-of-command and contact only one staff member at a time. An inmate may submit a grievance in good faith and without fear of retaliation.

Inmate's Rights in the Grievance Process:

- The right to register a complaint regarding treatment, incidents, medical care, disciplinary actions, administrative policies and procedures, or other legitimate concerns.
- The right to seek administrative review without fear of reprisal or punitive disciplinary action;
- The right to receive immediate response to a grievance of an emergency nature which immediately threatens the health or welfare of the inmate;
- The right to receive a response to a non-emergency grievance within 7-days of formal filing of the grievance;
- The right to appeal the grievance decision to Jail Administration;
- The right to submit a grievance regarding a PREA allegation at any time regardless of when the incident is alleged to have occurred.

The Steele County Detention Center shall not accept grievances:

- Concerning disciplinary actions due to facility rule violations (there are specific appeal procedures that must be followed for this issue);
- Concerning court rulings regarding the inmate's disposition in the facility (there are specific appeal procedures that must be followed for this issue);
- That affects the safety and security of the facility;
- For a group of inmates;
- Submitted on the behalf of another inmate (Unless it is a PREA allegation);
- For personal differences between staff and detainees;
- That does not follow the procedural steps in the Inmate Handbook;
- That are filed 48-hours after the alleged action that prompted the grievance unless it is regarding a PREA complaint.

Submitting a Formal Grievance:

If the issue cannot be resolved between the inmate and the Housing Unit Officer, the inmate may file a formal grievance via one of the kiosks in the unit. Housing Unit Officers shall supply a paper grievance form to an inmate upon request only if the inmate is not permitted access to a kiosk by which to file their grievance.

- Regardless of the format, the inmate shall clearly state the grievance including the specific rule, regulation, policy, or circumstance about which the inmate is filing a grievance;
- Specific details of the grievance including the date, time, location of the incident, and any other relevant information; and
- What informal actions were taken to resolve the grievance.

If an inmate is submitting the grievance using the paper format, they will also need to include:

- The date that the grievance is being filed, and;
- Housing unit, name, and signature of the inmate filing the grievance.
- The Housing Unit Officer accepting the grievance shall date and sign the form when the inmate returns it.

Once you've submitted a Grievance:

Once you have submitted a grievance, the following will take place until any issues are resolved:

- The Shift Supervisor shall investigate the unresolved issue and respond with their finding within 3 days time.
- You will receive a response via the kiosk or via written response if you don't have access to a kiosk. Once you receive a response, you may:
 - Request the grievance be forwarded to Jail Administration as an appeal; or
 - Elect not to pursue the grievance any further.
- Any grievance that is forwarded to jail Administration will be reviewed. Jail administration will respond to the inmate within a reasonable period of time of receiving the grievance documentation.
- If the inmate is not satisfied with the reply from Jail Administration, he/she may petition the Court, contact the Department of Corrections, or take such lawful action, as the inmate deems appropriate.

Third party Assistance in Filing a Grievance:

- The Steele County Detention shall allow for an inmate to use assistance in filing a request for administrative remedy relating to allegations of sexual abuse. Third parties may be inmates, detention center staff, family members, attorneys or an advocate.

Bad Faith Grievances:

- Any inmate who is found to have filed a grievance in bad faith may be subject to disciplinary action.

Facility Security

Formal Counts

You will be required to return to your cell/bunk for formal count a minimum of three (3) times per day. Formal count will be done at 10:30 am, 4:00 pm, and 10 pm. Additional counts will be conducted as necessary.

During count you are expected to do the following:

- Be secured in your cell
- Display your ID card in the window with the picture facing out
- Stand and be readily identifiable

Sleeper counts will be performed at 4:00 am, we require that you do the following:

- Display your ID card in the window with the picture facing out
- Sleep with your head uncovered

If you fail to display your ID card you are subject to disciplinary action. If any contraband is visible it will be removed, and you will be subject to disciplinary action.

If the unit officer is unable to verify your identity during count or is unable to adequately determine your presence in the cell, you will be directed to stand for identification.

Shakedown Inspections

For the safety and security of detainees and staff, shakedown searches are conducted in the housing units on a regular basis. This includes unannounced inspections of housing units and individual cells.

You will be subject to disciplinary action if:

- You interrupt or interfere with searches
- You are found with contraband, including unauthorized items or extra county property
- If damage of county property is detected

Call buttons/intercoms

This form of communication is intended for emergency situations. No detainee should tamper or destroy any call buttons or intercoms. Disciplinary action will be taken if your intercom is damaged, destroyed or used inappropriately.

Pat Searches

Detainees at the Detention Center may be pat searched at any time. All detainees entering the facility will be searched. All detainees will be searched prior to leaving and entering a housing unit for from a program, medical, court, professional visits and work assignments.

The goal of pat searches is to maintain security in the facility and to protect correctional staff and detainees. Pat searches help us to prevent the introduction of any article or substance which could cause or be used to cause injury, escape or threaten order within the facility.

Pat searches may be done randomly to maintain the safety of the facility. Throughout the facility you will see red lines on the wall to indicate where pat searches will take place.

Strip Searches

Detainees at the Detention Center may be subject to strip search. Huber (work release) and job search participants will be subject to strip search when they return to the facility. Failure to comply will result in disciplinary action. Strip searches will be conducted by same gender officer unless extreme emergency circumstances exist where it is not possible.

Contraband

Contraband is defined as: any item(s) not allowed when the person enters the facility, not given or assigned to a detainee in this facility, not purchased through commissary and smuggling or possession of any unauthorized item(s).

Contraband also includes items that are otherwise allowed but that are in excess of the number of items permitted. This includes vending and commissary items. It also includes excess uniforms, laundry or linens and altered items that otherwise would be allowed or used for something other than its intended purpose.

Contraband includes items passed between detainees without proper authorization.

Detainees are not permitted to have possession of items of contraband and will be subject to disciplinary action if items of contraband are located.

Detention Center staff have no obligation to place excess commissary items into your personal property.

Overview of Detainee Rules:

- Steele County prohibits the use of tobacco (cigarettes, cigars, and chewing tobacco) of any kind and electronic cigarettes on its property. They are not permitted within the Detention Center and are considered contraband.
- Lighters, matches and other flammable devices are prohibited.
- Lights, vents and or windows within the facility will not be covered or plugged. This includes in individual cells.
- All Detention Center meals will be eaten in the day room unless you are in disciplinary segregation or other circumstance come up that requires consuming meals in your room.
- All meals provided by the Detention Center must be consumed during mealtime, you are not permitted to keep items from your trays or bag meals or share or gift meals with other inmates.
- You are never allowed in someone else's cell, even if invited.
- You are not allowed to put pictures or other items on the walls, bunks or fixtures of the cells.
- You must be in full uniform anytime you are out of your cell. Different housing units may have different requirements, it is your responsibility to know the expectations in your area.
- You are required to wear all facility issued clothing articles as they are intended. Pants worn above the hips, undershirts tucked in if they hang below your uniform top.
- Male and female Detention Center Staff make rounds, it is always your responsibility to remain properly dressed. Staff will announce themselves whenever there is a change of gender of the staff in the unit.
- All clothing changes will be done in a shower stall or the bathroom stall (E Pod)
- All detainees are responsible for the cleanliness of their individual cell and the entire housing unit.

- Noise levels within the units are to be kept at a reasonable level. Noise will not interfere with normal conversation.
- Outdoor recreation areas are available at the discretion of the Housing Unit officer (see rules stated in programs section of handbook). Abuse of the area will result in loss of this privilege.
- Outdoor recreation doors are open only to allow access, they are not to be propped open.
- Correctional staff regulate and control the TVs in the units. Majority rules on channel/program choices, if agreement cannot be made staff may elect to turn the TV off. Program suitability will be determined by corrections staff.
- You are not allowed to sit or lay on the floors unless directed to do so by staff in an emergency.
- Bedding must remain in your cell, except during linen exchange.
- Yelling, throwing items or other disruptions in the housing units is not allowed
- Only inmates housed on the upper tier are permitted to be on that level.
- Loitering is not allowed on stairs or upper tier.
- Chairs must have all (4) legs on the ground at all times.
- Chairs are to be stacked or neatly placed around tables when not in use.
- You must sleep with your head uncovered at all times.
- Ink pens are not permitted.
- You are required to change your linens at least one time per week.
- During count you must be in your cell with your ID visible and in a standing position. In areas that are dorm style housing, you are required to return to your bunk area, with your ID visible and in a standing position.
- Cell doors must remain closed at all times, they should be open only to allow passage in/out.
- Detainees are not permitted to gamble, loan property or anything of value for profit or as a favor.
- You are required to follow the treatment schedule prescribed by facility medical staff.
- You will not attempt to exert control over another by either physical or verbal means. This includes threatening others or taking items from others.
- You will not threaten staff, volunteers, vendors or other detainees in any way.
- You must follow all staff directives immediately.
- You are not allowed to use profanity anywhere in the facility.
- You are not allowed to wash your own linens or uniforms. All items must be exchanged and laundered properly.

Emergency Procedures

All safety and emergency procedures are designed to ensure the safety and wellbeing of staff and detainees. In the event of an emergency, you will be required to follow all instructions given to you by Detention Center Staff. When an emergency lock down is ordered, detainees must go immediately to their cell and close their door or return to their bunk area. You will be given additional instructions at that time.

(Revised 04/12/24)