



AUGUST 1, 2022



# **RENNILLE COUNTY JAIL**

## **INMATE HANDBOOK**

**Scott D. Hable, Sheriff**

**Ned G. Wohlman, Jail Administrator**

## Renville County Jail

Ned G. Wohlman, Jail Administrator

104 4th Street South

Olivia, MN 56277

320-523-3778 Direct

320-523-3600 Jail Main

320-523-3787 Fax

[NedW@renvillecountymn.com](mailto:NedW@renvillecountymn.com)



August 1, 2022

Dear Arrestee or Inmate,

The attached *Renville County Jail Inmate Handbook* is designed to give you information you will need for a successful and safe stay at the Renville County Jail. No handbook can cover every single scenario, however most of what you will find in this inmate handbook is common sense. It is not designed to trick you or complicate anything in such a way so that it isn't able to be understood. If you have questions, please feel free to ask any corrections officer.

The overriding premise of the handbook is that we are all adults. My sincere hope is that as adults, you will grow in character while here. I refuse to hear things like, "We are criminals, what do you expect?" I think more of you than that. As a grown adult, I expect honesty, sincerity and a genuine effort. No one is perfect and that includes me and my staff. When we are wrong, we will try the best we can to correct our mistake. We expect the same from you.

Please remember that the corrections officers did not put you in here and we also lack the authority to simply let you go. Feel free to ask questions to the staff and they will do their best to answer your questions or to try to find out the answer for you.

Thank you for doing your best to make your time here pass as peacefully and pleasantly as possible.

Sincerely,

A handwritten signature in blue ink that reads "Ned G. Wohlman".

Ned G. Wohlman, Jail Administrator  
Renville County Sheriff's Office

## Contents

LETTER FROM JAIL ADMINISTRATOR	1
MISSION STATEMENT	5
<i>We Are Committed to the Following:</i>	5
MAJOR CHANGES SINCE LAST PUBLICATION	5
*VIOLATIONS WHICH DO NOT ALLOW OFFICER DISCRETION	5
RELEASE OF SENTENCED INMATES	6
COURT RELEASES/BAIL/BONDING OUT	6
JEWELRY POLICY	6
RELEASING PERSONAL PROPERTY	7
PERSONAL PROPERTY	7
* DEBIT CARD / CREDIT CARD USE IN CASH MACHINES	8
CELL LIGHTS	8
DAILY ROUTINE	9
PERSONAL HYGIENE	10
ISSUED ITEMS	11
CANTEEN	12
INDIGENT INMATES	12
MEALS	13
TELEVISION	13
*SECURITY LIGHTS & CAMERAS	13
INMATE MAIL	14
*LEGAL MAIL / LEGAL INFORMATION	15

	3
<b>COPIES</b>	<b>15</b>
<b>IPODS AND YOUR RESPONSIBILITY</b>	<b>16</b>
<b>IPOD RULES</b>	<b>17</b>
<b>KITES</b>	<b>18</b>
<b>*eCOMMUNICATION PAPER COPIES</b>	<b>18</b>
<b>TELEPHONE</b>	<b>19</b>
<b>ADDING MONEY TO YOUR TEXTING ACCOUNT</b>	<b>20</b>
<b>PRE-APPROVED KITES</b>	<b>20</b>
<b>LAW LIBRARY AND SUPPORT INFORMATION</b>	<b>20</b>
<b>CELL SEARCHES/PERSON SEARCHES</b>	<b>22</b>
<b>VISITS</b>	<b>23</b>
<b>PROFESSIONAL VISITS</b>	<b>23</b>
<b>GLASS AND CONTACT VISITS</b>	<b>24</b>
<b>IPAD VISITATION AND VIDEO CALLING</b>	<b>24</b>
<b>MEDICAL AND DENTAL SERVICES</b>	<b>25</b>
<b>PROGRAMMING</b>	<b>26</b>
<b>RECREATION</b>	<b>26</b>
<b>LIBRARY</b>	<b>26</b>
<b>PROGRAMMING CONTINUED</b>	<b>27</b>
<b>PERSONAL PROBLEMS AND COUNSELING</b>	<b>27</b>
<b>CELL CAMERAS</b>	<b>27</b>
<b>HUBER/WORK RELEASE/EDUCATION</b>	<b>28</b>
<b>COMMUNITY SERVICE</b>	<b>28</b>
<b>*RULES OF CONDUCT</b>	<b>29</b>
<i>Discipline for Informal Violations:</i>	<b>30</b>
<b>*DISCIPLINARY PLAN</b>	<b>31</b>
<i>Violations:</i>	<b>31</b>

<i>Sanctions In Lieu of Confinement:</i>	31
<i>Informal Offenses:</i>	31
<i>Formal Violations:</i>	32
<i>Discipline for Formal Violations:</i>	32
<b>HEARINGS</b>	<b>33</b>
<b>APPEAL PROCEDURE</b>	<b>34</b>
<b>BUREAU OF PRISONS APPEAL PROCESS</b>	<b>34</b>
<b>CIVIL DETAINEES HELD FOR IMMIGRATION PURPOSES ONLY</b>	<b>34</b>
<b>GRIEVANCE PROCEDURE</b>	<b>35</b>
<b>PREA</b>	<b>36</b>
<b>DISPLAY OF GANG AFFILIATION</b>	<b>36</b>
<b>AVAILABLE INFORMATION</b>	<b>37</b>
<b>ADDRESSES OF OFFICIALS AND AGENCIES ASSOCIATED WITH RCJ</b>	<b>37</b>

\* Indicates either a major change in policy or an entirely new policy.

## MISSION STATEMENT

The Renville County Jail provides for the safe, secure and humane detention of offenders brought to this facility. To fulfill this responsibility, the Renville County Jail shall follow the standards established by the Minnesota Department of Corrections, Minnesota State Statutes, and the United States Constitution.

### We Are Committed to the Following:

- ◆ Staff is our greatest resource and we provide training to accomplish a safe, secure and humane environment for all.
- ◆ All individuals confined in this facility are accountable for his or her own actions and behavior.
- ◆ To maintain the preservation of basic human rights and the dignity of the public, staff and inmates.
- ◆ An atmosphere that encourages positive attitudes and the integration of responsible individuals whom are returning to their communities.
- ◆ The Renville County Jail (RCJ) is an integral part of the criminal justice system. We strive to cooperate with other agencies to promote mutual respect and welcome the community involvement. We are a credit to our profession and a source of pride to our community.

## MAJOR CHANGES SINCE LAST PUBLICATION

NOTE: Major change items listed in the last update are noted with a  before the section or paragraph containing that item.

- ❖ The position of Program Director has been renamed to better reflect that position's mission and is now called a Community Reentry Specialist (CRS)

### VIOLATIONS WHICH DO NOT ALLOW OFFICER DISCRETION

The following are violations in which the correction officers are given standing orders to initiate a 23 hour lockdown. The officer may give ONE warning in total. Warning will be listed for other shifts to see. This is NOT one warning per officer.

- ◆ Looking out the glass of any pod or door window.
- ◆ Shirts must be worn in the day rooms of each pod. Men can removed their shirts in the gym but must be put back on before leaving the gym.
- ◆ Entering another inmate's cell for any reason without permission from the on duty CO. That permission is only valid for that shift.

## RELEASE OF SENTENCED INMATES

All inmates will be released at approximately 10:00am on the date that their sentence has been completed, unless otherwise directed by jail administrator or designee. Parties will be released through the public entrance on the east side of the jail, which is 4th Street. Inmates know well in advance what their release date is so if you have friends or family that have agreed to come and pick you up, they must be willing to wait until 10:00am regardless of their work schedule. For out of county boarded DOC inmates and BOP inmates, RCJ will provide bus transportation if necessary.

## COURT RELEASES/BAIL/BONDING OUT

Released persons will be released through the public entrance on 4th Street as soon as the facility is able to process the individual out. Bail bond companies are asked to come to the public entrance of the facility and staff will assist in the bonding process. No release process will begin until the jail receives either the bail, a bond or an official teletype notification from a law enforcement agency that the bond conditions have been received. No person shall be released without the proper official paperwork from the court of jurisdiction. Releases are made as time allows, without intentional delay.

## JEWELRY POLICY

This policy is for the protection and safety of all inmates, volunteers, professional staff, correction officers, transport officers, law enforcement officers, other visitors and the general public at court appearances or outside escorted professional appointments.

When an inmate wearing jewelry is booked into the Renville County Jail, all jewelry must be removed. This includes all rings with the exception of a plain wedding band that cannot physically be removed with the aid of soap and water. A wedding band with mountings that protrude from the band must be removed even if it is with the aid of a band cutter. At any time during an inmate's stay at the Renville County Jail a plain round band not originally removable at intake becomes removable, that ring must be removed and placed in the inmate's property bag. For the purposes of this policy, the definition of jewelry is, but not limited to, all rings, all body piercings including inside of the mouth and in the genital area, earrings, chains and bracelets with the exception of a medical alert chain or bracelet when approved by jail administrator or designee, any decorative pin or ornament, contacts for the sole purpose of eye coloration or eye glasses other than plain frames. Jewelry implants are susceptible to qualify for removal if they are deemed a risk of injury to self or others by the jail administrator or designee, or possibly inmate segregation if available at the sole discretion of jail administrator or designee. All implants visible must be covered with an adhesive bandage (Band-Aid).

## RELEASING PERSONAL PROPERTY

1. Property may be released **once** to a designated person upon inmate's signature on a Release of Property Form. EBT cards CANNOT be released to anyone else unless Human Services contacts the jail to authorize the release.
2. Once property is released it cannot be returned to the inmate's property bag.
3. An inmate cannot transfer money or other personal property to another inmate at RCJ while incarcerated in the facility.
4. All property items, with the exception of items considered to be contraband by policy such as lighters, cigarettes or knives, will be kept in the property room until your release or transfer. (DOC inmates with large items may have some property stored in closets.) You must maintain one set of release clothing even if you expect to be sentenced to prison.
5. Items that are left behind after your release or transfer will only be held for **30 days**. If these items are not picked up within that time, they will be destroyed or donated.
6. Inmates that are housed at RCJ for other agencies will be allowed to keep some items that were issued or purchased while incarcerated in another facility (on the current incarceration). These items will be gone through with staff upon arrival at the facility. The decision to allow certain items is at the sole discretion of the jail staff at the time of arrival.
7. During your incarceration, you will also be allowed to have:
  - A. Two Library books
  - B. A property tote
  - C. Bible or other religious book
  - D. Books used during programs (such as CD treatment, GED, etc.) These must be approved by corrections staff.
8. **Once** each month, you may request to have funds released to another individual who is not incarcerated for the purpose of managing your affairs such as rent, utilities, child support and other legal obligations you may have. This means one check to one person or entity assisting in managing your affairs. You will not be allowed to simply pay your bills monthly while incarcerated.

## PERSONAL PROPERTY

Inmates will be allowed to keep only the following items:

1. Dentures
2. **COPIES** of legal papers that have been photocopied only by RCJ staff.

3. Prescription glasses, contacts, empty contact case, and a small contact solution bottle that is initially sealed upon inspection by the booking corrections officer.
4. COPIES of photos copied only by RCJ staff and only drawings made inside jail are allowed in the space next to your bunk only. NO MAGAZINE PAGES will be allowed. No nudity or suggestive copied photos allowed. Ask a CO for “sticky-tack” to adhere them to the wall. DO NOT USE TOOTHPASTE or your name magnets!
5. Medical alert bracelets with jail administrator or designee approval.
6. Prosthetics, medical devices and keep on person medication must be approved by jail administration and the medical department.
7. For any other property you have been allowed to keep, other than that mentioned in this section, you must have an Inmate Possession Authorization Sheet or the item(s) are subject to removal.

#### \* DEBIT CARD / CREDIT CARD USE IN CASH MACHINES

Renville County Jail staff is prohibited from removing a debit or credit card from the RCJ building or from withdrawing any funds from either yours or any other outside account. Staff will assist so you can call the bank the DEBIT CARD is from and you give the bank the information over the phone. The bank will send you a money order if you ask them to. In most cases, the money order arrives at RCJ within a few days. Please do not share your banking information numbers with anyone. RCJ staff cannot leave the building with any inmate's card that can have money added to that same account after the initial issuing of the card.

If you have been issued a release debit card from another facility that has a set amount of money issued by a correctional institution, kite the CRS and the CRS can assist you in transferring that amount.

#### CELL LIGHTS

The cell lights are computer controlled and will turn on at 7:00 am and will go off at 10:00 pm. There is a night light which does not turn off and allows corrections staff to adhere to the Minnesota Department of Corrections rules on well-being checks. DO NOT cover the light in any way. This INCLUDES a ban on hanging towels or clothing on the top bunk. It is a formal violation to cover the light or obstruct the light in any way.

## DAILY ROUTINE

Times are approximate and may depend on priority situations.

7:00am: Cell doors are unlocked and lights are turned on automatically by computer control.

7:00am: Medication pass begins.

8:00am: Breakfast will be served, you need to be fully dressed for all meal times and come to the door to receive only your own breakfast tray.

8:30am: Personal care *may* begin.

9:30am: All personal care items returned.

9:30am: Canteen delivered by corrections staff as time allows.

AM: Programming *may* Begin.

Recreation: approximately 1 hour long.

Library: approximately 30 minutes long.

CD Treatment, GED, Bible studies, etc. as scheduled.

AM: Showers are expected daily.

12:00pm: Lunch is served.

1:00pm: Limited Medication Pass.

PM: Programming *may* begin/continue.

4pm-6pm: Afternoon lockdown.

6pm: Supper is served.

8pm: Evening medication pass *may* begin.

10:00pm: Night lockdown until morning. TV outlets, pod lights and cell lights are turned off automatically by computer control..

### DAILY:

Cells and dayrooms must be cleaned daily.

Laundry is exchanged daily with sweatshirts and bedding on a rotating schedule.

### EVENING:

Fill out all canteen orders and place mail in pod box before 10:00pm.

**NIGHT:**

Head of mattress **must** be positioned closest to the shower end of the cell. Inmates **must** lay down with their head closest to the shower end of the cell. This is a Department of Corrections regulation. If an inmate refuses to comply, the inmate will be awakened every round for a head check. You may NOT hang any item which would block the view of a corrections officer or a camera.

**WEEKLY:**

Bedding will be exchanged weekly.

**SCHEDULE MAY BE CHANGED AT ANYTIME WITHOUT NOTICE**

## PERSONAL HYGIENE

1. **Razors & Fingernail/Toenail Clippers** will be issued at personal care time. You are allowed up to 30 minutes to use them, after which they will be collected. You **MUST** hand in your razor directly to a CO. Nails **must** be kept trimmed. Any nails which are longer than the top of the finger must be trimmed. This is a safety issue and is not negotiable and applies to both men and women.
2. Hygiene Items: Soap and Shampoo are provided in your shower area. You will use this when showering and to wash hands. Toothpaste and a toothbrush will be provided at the time of booking. Your toothpaste will be replaced as needed, provided the time between replacements is reasonable. You must turn in your old toothbrush or toothpaste and we will replace it. Same is true for deodorant. The exchange can be made during personal care time.
3. If you choose to use other personal hygiene items, you must purchase them from the RCJ canteen.
4. You are required to shower at least once a day. Any variation requires a medical waiver.
5. Your bed will be made when you are not in it.
6. Do not leave clothes, towels or blankets cluttering the cell, on the floor or in the dayroom areas.
7. Wear your clothing properly! No baggy pants or extra-large shirts. You must wear a size that appropriately fits you. Pants are to be worn at the waist without underwear showing. *Shirts will be tucked in outside of the pod.* **You are not allowed to roll up pants legs.** Continual violators will be issued a jail jump suit instead of normally issued jail clothes.
8. Professional haircuts can be made available but the inmate will need to schedule the haircut and pay for it in advance. RCJ does not endorse any one cosmetologist. Appointment must be approved by CRS.
9. Hair clippers are available for your use at no charge. Ask the corrections staff for availability.
10. Cells and dayrooms will be kept clean at all times. There will be NO DEFACING of county property. Formal charges may result if county property is defaced.
11. Toilet paper and other personal hygiene products will be given out as needed. All empty toilet paper rolls must be turned in to receive a replacement roll.
12. **Toothpaste must not be used to adhere photos or drawings to the wall!** Ask a CO for “sticky tack”.

## ISSUED ITEMS

Each inmate is issued the following clothing:

1. Two pairs of underwear
2. Two T-shirts
3. Two pairs of socks
4. Two pairs of pants
5. One sweatshirt
6. Two bras (female)
7. Female only: Two boxers for sleeping

Each inmate is issued the following linens:

1. One fitted sheet—Mattress is to be placed IN the fitted sheet.
2. One blanket
3. Two bath towels
4. One wash cloth

Each inmate is also issued the following:

1. One storage tote
2. One cup
3. One Spork
4. One toothbrush
5. One tube of toothpaste
6. One deodorant
7. One comb - **Do not remove the teeth of the comb to use to keep piercing holes open.**

NOTE: *Inmate Handbook* is now available on the iPod. A limited number of paper copies may be available for reference.

NOTE: All inmates must exchange laundry when called to do so and all items must be accounted for and exchanged regardless of use. Unless you were at a scheduled program or meeting with jail administration, you will not be allowed to exchange laundry items outside of laundry exchange time.

1. Inmates may be offered the privilege of purchasing personal care items and snacks from the jail canteen. You must have money already on your account for this. You will not be advanced credit.
2. Canteen orders will be processed after nightly lockdown and items will be distributed the next day. Canteen will be delivered as time allows. DO NOT ASK the correction officer when it will be delivered.
3. Items will be delivered only to the person who was charged for the items.
4. DO NOT place pop bottles in the toilet at any time.
5. You may keep ONE bottle for water. All other pop bottles must be disposed of.
6. Any extortion, pressuring, or intimidating of an inmate to purchase canteen for another inmate will result in formal charges. Using canteen to barter or gamble with is prohibited.
7. All inmate accounts are monitored for signs of abnormal purchases and deposits.
8. Depositing money on another inmate's account to purchase canteen items for you to avoid payment of a booking fee is illegal and will be referred for prosecution.

## INDIGENT INMATES

1. Inmates that are indigent (LESS than \$1.10 in their account) for **seven consecutive days** can receive the following indigent items listed below. Place your order on either on canteen order slips or your iPod. You will receive the items the next day at personal care time. There is no charge for indigent items or for the internal use of the iPod.
2. Indigent Items:

Re-issued upon proof of use (Must turn in used container or toothbrush):

  Toothbrush  
  Toothpaste  
  Deodorant      } Delivered at personal care delivery time.

Once a week:

  Two envelopes  
  (each filled with 2 sheets of  
  paper and includes postage)      } Delivered at canteen delivery time.

Once a month:

  Lotion

Note: Inmates boarding from other counties, Minnesota Department of Corrections, and the Bureau of Prisons who arrive on an indigent status shall be considered indigent at RCJ on the day of arrival.

## MEALS

1. Special medical diets will be determined by RCJ medical staff only and followed accordingly.
2. Jail administration will evaluate requests for religious diets on an individual basis in conjunction with the medical staff.
3. Meals will be served 3 times per day, with the exception of certain religious observances. A menu is posted in each housing unit. It is subject to change without notification.
4. Meals will be served the **same to all inmates**, except for medical and religious diets. Food preferences will NOT be honored. If you do not like something on your tray, simply do not eat it.
5. **ALL FOOD ITEMS REQUIRING REFRIGERATION NEED TO BE CONSUMED BEFORE NIGHT LOCKDOWN ON THE SAME DAY RECEIVED!** This includes food items cooked by the kitchen.
6. Wagering food items or sharing/giving/receiving food from another inmate's tray is strictly forbidden.

## TELEVISION

1. **Correctional officers have final control of the televisions.**
2. TV's will be turned off during cleaning if inmates are not doing an adequate job cleaning.
3. TV's will be turned off at afternoon lockdown, and will be turned off at night lockdown both by automatic computer control.
4. Correction officers may restrict the hours of TV viewing based on the compliance of rules by the inmates.
5. TV programs will be chosen by group consensus. If the group cannot reach an agreement, the correction officers will decide or the TV will be turned off.
6. **The remote control WILL remain in the dayroom area, and is not to be taken into a cell for any reason. During lockdown, the remote will be placed on the top of the microwave in the pod.**

## \* SECURITY LIGHTS & CAMERAS

1. Security lights and cameras will remain on 24 hours a day.
- \* 2. DO NOT cover or attempt to cover any of the cameras or lights. This is a formal violation.
- \* 3. Covering lights or cameras will result in immediate disciplinary action. Sanctions may include, but are not limited to, loss of iPod external communication features without notice, 23 hour lockdown, program suspension, and a non-compliance letter sent to court and/or probation for both state and federal inmates. Federal inmates also are eligible to receive a shot resulting in the loss of Earned Good Time.

The following is how to address an envelope to an inmate at the Renville County Jail:

Inmate's Name  
Renville County Jail  
104 4th St S  
Olivia, MN 56277

1. Mail will be allowed to be sent and received Monday through Friday. There will be NO outgoing mail on the weekends (Saturdays– Sundays, or legal holidays). Mail will be delivered to inmates Monday through Friday as time allows. ALL mail will be processed through the United States Postal Service.
2. Envelopes with 2 sheets of lined paper are available on canteen. The price includes postage.
3. Approved Paper is available on the canteen.
4. Indigent inmates that have not had funds (a balance of less than \$1.10) for **seven (7) consecutive days** may request two (2) envelopes with paper. That request is allowed every 7 days that they are indigent. Requests can be made through the canteen ordering process.
5. The RCJ staff may inspect all incoming and outgoing mail for content and contraband. Inmates will be notified in writing when mail has been deemed inappropriate. Inappropriate mail will be placed in the inmate's property until the time of release. You will be notified if mail has been placed in property. It is impossible to define exactly what is offensive and/or inappropriate. The CO reviewing the mail will make that determination at the time the mail is reviewed. If the mail is withheld, it will also be reviewed by a supervisor.
6. Incoming mail must have a return sender's name on envelope. Reading material must be sent directly from publisher or amazon.com. **Anything with stickers or glue will be placed directly in the inmate's property bag. This item will not be released until the inmate is released or transferred to another facility. Inmate will be notified.**
10. All cash and money orders received will be receipted in the inmate's account.
11. All OUTGOING mail will remain unsealed and placed in the cell mailbox to be processed through the US Postal Service. All envelopes will contain NO MORE THAN 4 SHEETS OF PAPER. When an inmate sends drawings on sketching paper, only one heavy sheet of paper and one sheet of regular paper will be sent in an envelope.
12. Envelopes cannot be more than 1/4 inch thick or the letter will be returned. Paper should be folded in thirds.
13. All correspondence to your attorney, the court and other local, state or federal government agencies and elected officials will be sealed in front of a corrections officer. See next section for Legal Mail Information.
14. All outgoing mail must have the inmate's name, Renville County Jail, and the jail's address. No envelope will be mailed out of the facility if the envelope HAS WRITING OR DRAWING other than the required address.
15. Books will be delivered only if they are mailed directly from the Publisher or Distributor (Amazon) and must be in the originally sealed shipping container. ALL books received in this manner will be donated to the jail, however, the inmate that the book was sent to has first reading rights. These will need to be exchanged so that the maximum number of books is not exceeded. Those items not in compliance that are brought in or mailed in from individuals will be placed in the inmate's property bag until release. The inmate will be notified.
16. NO ORIGINAL DOCUMENTS, PHOTOGRAPHS, CONTENTS OF U.S. MAIL OR ENVELOPES OR CARDS WILL BE GIVEN TO AN INMATE.

## \* **LEGAL MAIL / LEGAL INFORMATION**

1. Inmates will be allowed unlimited and uncensored correspondence with the courts, their legal counsel and others as prescribed by law and by procedures outlined in this handbook.
2. The jail staff will notify inmates of attorneys' request for phone contact. Be sure to follow phone rules set forth by the telephone company.
3. Inmates will be permitted to visit with their legal counsel of record or counsel's representative at any reasonable hour. ONLY phone numbers of the attorney of record on the current case in which you are incarcerated are at no charge.
4. An extensive law library is now available on the iPod issued to you and is available for your use 24/7. Please refer to the iPod for specific information on available legal information. The section titled "LAW LIBRARY/ OTHER INFORMATION outlines what is available on the iPod. If you are in need of an official court form, please kite the CRS for assistance. PLEASE PLAN AHEAD. Last minute requests may not be possible to fulfill.
- \* 5. The policy on legal mail, including but not limited to, letters from attorneys, courts, public officials, Department of Corrections or the Bureau of Prisons is as follows; The correspondence shall be opened in the presence of the inmate by a staff member. The document(s) will not be read by the staff member. The documents shall be photocopied in the presents of the inmate and all copies will be given to the inmate. The inmate will witness the staff member place the originals in the locked secure shred box. The inmate will sign off that the procedure was followed and if they refuse, a second staff member will sign to attest to the refusal to sign by the inmate. If the name and official status of the senders does not appear on the envelope it will be opened as regular mail and only when it becomes apparent that it is legal mail will the legal mail process begin. Staff will document the event and photocopy the outside of the envelope.
6. Mail addressed to an inmate that has been released or transferred will be returned to sender unless it is obvious legal mail. RCJ will make every reasonable effort to forward that mail. If that is not possible, it will be returned to the sender. It is important to give the jail your forwarding address in order to forward certain mail to you.
7. If you are indigent, RCJ will supply envelopes and postage in order to communicate with your attorney and also for communication with courts as needed, in reasonable quantities as determined by jail administration. RCJ in no way wishes to restrict your access to the court system.

## COPIES

1. Copy and printing fee reflects the Renville County Board of Commissioner's policy and Minnesota State law as follows:
2. Black and white copies .25 cents each.
3. Color copies .50 cents each.
4. Indigent inmates may request for legal copies, a limit of 35 pages per week at no charge as prescribed by law on your current case only.
5. All requests for copies are to be kited through the program department. Copies are made when jail staff has the time to complete the request.

## IPODS AND YOUR RESPONSIBILITY

**THERE IS NO EXPECTATION OF PRIVACY WHEN USING YOUR IPOD** for calling, for texting, for video calling, for sending kites or grievances. Attorney calls, medical kites send to medical and PREA issues are private. Note that **TEXTING TO YOUR ATTORNEY IS NOT PRIVATE!** Medical kites are shared only for issues of *continuation of care* such as outside appointments as needed.

iPods are a **PRIVILEGE AND NOT A RIGHT**. If the iPod is damaged, you are responsible to Reliance Telephone to pay for the damaged iPod. You agree to this when you sign into the iPod the very first time. The value of the iPod is set by Reliance Telephone and as of the date listed on the front cover of the *Inmate Handbook*, you will be charged \$200.00 if it is damaged beyond repair. Reliance Telephone will also bar you from iPod use in any facility in which Reliance supplies services, for life.

\*

iPods are for **YOUR** personal use only. If there is any unlawful use of your iPod or breaking jail iPod rules, such as loaning your iPod to another inmate and they contact a victim, the aiding and abetting charge belongs to the person who is issued the iPod and not the user. If you allow another inmate to use your iPod, you become responsible for their actions and may lose your iPod communication features as well. iPods may be taken away from you at any point, at the correctional officers or the nursing staff's discretion. This is your **ONLY** warning!!!

- ◆ iPod privileges will be restricted or terminate if you cover ANY camera within the facility. You may not receive a warning before termination of communications if you cover a camera.
- ◆ iPod privileges may be restricted or terminated for any formal rule violation or any series of informal violations.
- ◆ iPod privileges may also be restricted or terminated for disobeying any direct order of a corrections or police officer.
- ◆ Any obscene displays by either the inmate or visitor will result in suspension of communication privileges.

## IPOD RULES

### **FIRST AND FOREMOST, THE IPOD USED FOR COMMUNICATIONS IS A PRIVILEGE AND NOT A RIGHT.**

1. During the booking process, each inmate/arrestee will be issued an iPod at no charge. You will be able to access PREA information, send and receive eKites, order canteen, communicate with nursing, access an extensive state and federal law library and other legal information and access various religious books. If you wish to use the iPod for external communications, Reliance Telephone will charge your texting account \$4.00 per month.
2. Once you receive your iPod, you will be asked to sign the user agreement upon first unlocking your iPod. **READ THE AGREEMENT BEFOR YOU SIGN IT!** You must type your name exactly as it appears in the app. You then have five auto generated messages each day for 3 days to automatically request funds from someone on the outside.
3. Incoming and outgoing messages are 9 cents each if you read it. One message consists of up to 160 characters which includes spaces and punctuation. You will be charged for texts to Reliance Support at 9 cents each. Responses from Reliance Telephone on legitimate problems are at no charge to you.
4. If you or anyone else damages or tampers with your iPod, you will be charged a \$200.00 fee.  
NOTE: It is assigned to you! If someone else uses your iPod and they break it, YOU are responsible.
5. At no time are you allowed to let anyone else use your iPod. If you allow this you will forfeit the use of your iPod for 7 days. If you repeat this offense during any one stay, you will lose the iPod privilege for the entire stay. The person who used your iPod, will not be allowed one for 7 days after the first offense and after the second offense, no iPod privilege will be extended during their entire stay.
6. Your iPod privilege is subject to your behavior at RCJ. This includes, but is not limited to, disrespecting staff, untidy cells, refusing to follow staff orders, bad behavior in programming or any threatening or illegal activity in communication with those on the outside.
7. Absolutely no iPods allowed in the gym, library, computer lab, nurse's office or classroom. iPods are not allowed to leave the pod.
8. No three way communications between inmates either in this facility or between an inmate in this facility and an inmate in another facility. RCJ will report this violation to whatever facility is also involved. Lawyers know the three way ban in all jail and prison facilities and will be reported if they violate this rule.
9. **Rules are subject to change without notice.** If you are unsure, please ask a staff member first.

## KITES

1. Paper kites are no longer needed as all kite functions are now electronic via your iPod.
2. Kites will be answered or responded to as soon as possible. However, a high volume of kites and other jail related activity determines response time. Kites that are not nuisance kites will be answered. Kites to administration will first be reviewed by staff and answered if possible, then forwarded, if appropriate, and will be answered as soon as possible **if the kite is specific**.
4. DO NOT SEND MULTIPLE KITES REQUESTING THE SAME THING!
5. Be specific with your need. The corrections staff will determine the proper person to answer your request. If your kite is not specific, it will be returned to you. DO NOT WRITE "I need to talk to \_\_\_\_\_.":
6. When you send a kite, grievance, medical or PREA report with the iPod, your picture will be taken when you click send. Make certain the lens is in line with your face when you click send. **WITH THE EXCEPTION OF ANY PREA REPORT, IN ORDER FOR A KITE TO BE A VALID COMMUNICATION, YOUR FACE MUST APPEAR ON THE COMMUNICATION TO PROVE YOU SENT IT.** If your picture is not on the communication, it will not be considered a valid communication and may not be responded to. Do **NOT** use PREA reporting for general kites, medical kites or a kite to administration. Intentionally using PREA reporting for any other purpose will result in inmate discipline.

### \* eCOMMUNICATION PAPER COPIES

RCJ does not provide hard copies of eCommunications such as general kites, medical kites, grievances, PREA reports or texts to inmates. If you want a copy, you will need to make a note of communications on your own. History of the above mentioned communications is kept on the server at Reliance Telephone, not on a RCJ server. As such, they still are available for litigation and can be obtained, with proper authorization, from and through Reliance Telephone. RCJ's obligation is to be able to access historical communications as per our records retention policy. RCJ would also rely on Reliance Telephone for that historical information in the event of litigation. RCJ will not pay for or coordinate retrieval of information from Reliance Telephone on behalf of an inmate or former inmate.

1. Arrestees and Inmates are issued an iPod after the booking process. The iPods can be used for video calling, voice calling, texting, PREA reports, kites, grievances, law library and legal information, and religious books. Only if external communication is used will there be a \$4.00 per month charge by Reliance Telephone applied to your texting account. Only attorney calls are free.
2. Your iPod is your telephone. There is one kiosk/telephone in each pod. If your iPod communication feature has been removed due to disciplinary reasons, you will be allowed to contact your lawyer by asking staff to use one of the jail phones.
3. If you are being held in a single cell and you do not have an iPod, you must request to use a phone. Your request may be granted if your behavior is appropriate and at the discretion of corrections staff. If you have not yet seen a judge on your charge, you can have contact with family and your lawyer only.
3. You can make **collect calls only** without a calling card. Calling cards are available from canteen. Calling cards purchased from other facilities will not work, unless those facilities also use Reliance Telephone Company. Calls to your stated attorney are free of charge to you and are NOT recorded.
4. Phone cards and iPod time can also be purchased by others online at [www.reliancetelephone.com](http://www.reliancetelephone.com)
5. Attorney calls are free. Most public defender phone numbers are already programmed in our phone system. Try calling the number first. If your attorney's number is not programmed into the jail system, you may request the corrections staff to have Reliance Telephone program the number into the system. You must include your attorney's name and the number on the request. This can take a few hours for Reliance to verify the number. Please be patient. Free attorney calls are limited to your current case(s) or pending cases.
6. NO THREE WAYS CALLS—this includes with your attorney. Your phone communications may be terminated if you three way call.
7. You will have inmate voice messaging available. No incoming calls can be forwarded to any housing unit. Inmate voicemail system number is: 320-400-3018. The instructions will be given upon dialing. Staff will not pass messages to inmates.
8. You will restrict your phone usage to a reasonable amount of time to allow others to use the phone.
9. Calls to main telephone number for probation offices in Renville and Redwood Counties are free calls. You will not be able to enter any option menu numbers so you must stay on the main line and after a short time, leave a message on the main voicemail. The message will more than likely be delivered to the appropriate person the next business day. You will not be able to call your probation agent directly by their cell number or direct line. Other county probation offices must be done by phone card or mail.
10. **DO NOT ASK TO MAKE FREE CALLS TO PO's OR ANY OTHER PERSON!**
11. 800 numbers are not free calls when using your iPod.
12. Messages are only delivered to inmates from outside callers in a **verifiable emergency**. You will not use the main jail phones for any reason with the exception of your ONE free phone call. This call will be logged by staff and is limited to three minutes.
13. Your legal counsel may call and have us pass a message on to you to have you return their call. It is your responsibility to return calls to your legal counsel. If you do not wish to speak to them, leave them a message.
14. All phone calls and visits are subject to recording and monitoring, except calls to your attorney and legal visits.

## ADDING MONEY TO YOUR TEXTING ACCOUNT

To put money on the iPod, you need to have someone from the outside fund your texting account from [www.Reliancetelephone.com](http://www.Reliancetelephone.com) or if a phone card is purchased you can enter it into the iPod under “Account > Load Phone Card.” Online cards that you wish to convert to your texting account can only be purchased from the above website. Paper phone cards purchased through canteen cannot be loaded on iPods.

## PRE-APPROVED KITES

These are given out very seldom and are authorized by the CRS or administration ONLY. DO NOT REQUEST A PRE-APPROVED KITE. If you have been given a pre-approved kite, you may only use that for its stated purpose and only the inmate to which it was given may use it.

## \* LAW LIBRARY AND SUPPORT INFORMATION

An extensive law library and support information is available to all inmates 24/7 on their issued iPod. Unless an inmate has physically destroyed their iPod, even inmates who have lost their communication features due to disciplinary action taken have complete access to the law library and support information. The following are items available in the iPod;

First, log onto your iPod >More>Law Library

The menu options under Law Library appear as listed;

### Minnesota and South Dakota

#### **Primary Law Cases**

[Minnesota State Cases,  
Combined](#)

[South Dakota State Cases,  
Combined](#)

#### **Codes and Legislation**

[MN – LexisNexis®](#)

[Minnesota Annotated  
Statutes](#)

[MN – LexisNexis®](#)

[Minnesota Annotated  
Constitution](#)

## Court Rules

## Secondary Sources

## Federal

### Primary Law Cases

## Codes and Legislations

USCS – Constitution of the  
United States

UCSC – United States Code  
Service – Titles 1 through 54

## Court Rules

USCS – Federal Rules  
Annotated

RCJ will assist you in obtaining specific forms that you may wish to use for use in either a state or federal court. Although official forms are not necessary, most court administrations prefer you use the appropriate form for consistency. RCJ agrees and will assist you. You need to kite the CRS with the official court form number and they will deliver the form to you. **Access to courts is your constitutional right!**

## CELL SEARCHES/PERSON SEARCHES

RCJ is required by the Minnesota Department of Corrections regulation 2911.5300 Sub 1 to conduct pre-determined random cell searches. When a cell search is announced, ALL inmates must exit the pod and go to an area designated by staff. Staff will attempt to put items back where they found them whenever practicable. Any contraband items or items not allowed, such as but not limited to, pens, kitchen food not consumed from a previous meal, multiple pop bottles, fermenting liquids, extra clothing above what is allowed, extra bedding not allowed and other items not stated on an “*Inmate Possession Authorization Form*”.

RCJ will also conduct both pat searches and strip searches as authorized by 2911.5300 Sub 2 to maintain facility safety and security. These can occur before inmates are allowed to return to their pod after cell searches have been completed, or if there is a suspicion an inmate may have contraband on them.

Cell searches, pat searches and strip searches will not be performed as punishment or retaliation.

## Visiting Hours:

On site: Daily 1:00pm-4:30pm  
6:30pm-9:00pm (excluding Fridays)

1. All onsite visitors must provide a picture ID.
2. Visits are 20 minutes in length.
3. No inappropriate attire or vulgar language is allowed.
4. Renville County reserves the right to revoke or refuse admittance to anyone visiting on site.
5. Only one child (under 18 years of age) is allowed to visit with an adult. A child MUST be accompanied by an adult.
6. No one with an outstanding warrant, is under the influence of a controlled substance, is being disruptive or is considered dangerous will be allowed to visit.
9. Visits are monitored by RCJ staff. Any visit may be terminated for inappropriate behavior and the visiting offender may be banned from visits in the future even if the infraction was discovered at a later review.
10. Video calls are received on visitation kiosks. If inappropriate behavior takes place and staff discovers this after the fact, that visitor will be banned from visits of any kind for 30 days on the first offense, and banned for the inmate's entire stay on the second offense. Inappropriate behavior includes, but is not limited to, nudity, vulgar language, illegal activities or threatening of any kind.

## PROFESSIONAL VISITS

1. Attorneys, clergy or other professionals may visit at any reasonable hour.
2. Professionals must have credentials stating who they are and their profession and picture ID.
3. Professionals will not be allowed to pass any material, other than legal papers to any inmate without prior approval of jail administration or program director. If the legal papers are staying with the inmate, once the attorney visit is over, the legal mail policy begins as no originals are allowed inside the jail.
4. All brief cases or other carried items are subject to search before the visit if the visit is a contact visit.
5. All legal materials are subject to search for contraband by corrections officers in the presence of the attorney and/or inmate. The officer is not allowed to read any of the legal materials being searched.
6. An inmate strip search will be conducted following any professional visits if the visit was a contact visit.
7. Contact visits may be requested by an attorney, a member of the clergy or other officials. Contact visits are granted at the discretion of the correctional staff according to RCJ policy.
8. SAFETY AND SECURITY are the staff's primary concern!

## GLASS AND CONTACT VISITS

1. All glass visit requests will go through the CRS. They MUST be pre-approved.
2. You must be a sentenced inmate of 91 days or more.
3. You may be allowed to have one glass visit per calendar month
4. These visits are limited to IMMEDIATE family: Children, parent(s), grandparent(s), spouse, significant other
5. Maximum time: 1 hour
6. These visits are allowed during business hours only. (Unless granted by exception by jail administration or the CRS.)
8. Glass visits will be denied for inappropriate behavior leading up to and including the day your visit is scheduled, even if it has already be approved, it can be revoked!

\*\*If the CRS has denied your visit request,

THIS IS THE FINAL DECISION...*Do not* request administration to reconsider it.

Exceptions are reviewed case by case. Just because another inmate received a glass visit does not mean you will. Decisions are made based on specific circumstances and are not made on the basis of race, creed, color or religion.

## IPAD VISITATION AND VIDEO CALLING

1. You are to remain respectful during the visit. Do not raise your voice or use profanity. If a visit or video call violates any aspect of the policy, your visit or call is subject to termination immediately.
2. Visits and calls are not always monitored as they occur. However, visits and calls are all reviewed at a later time. If a violation of the policy is found to have occurred, you will receive a form stating what the violation was and the sanction for the offense, up to and including the possibility of losing all visitation privileges and video calls.
3. Neither the caller nor the inmate are allowed to expose their genitalia in any manner. No pictures of a crime or of nudity are to be shown over visitation or video calling. The sanction for violating this rule is the immediate loss of external communication privileges via the iPod. The first offense is for 7 days, the second offense is for the balance of your stay.

## MEDICAL AND DENTAL SERVICES

When you are admitted to Renville County Jail (RCJ), you are, by law, under the medical care of the RCJ provider contracted through a medical service company, and NOT in the care of your regular doctor.

Therefore, as a part of the booking process, any and all medications will need to be approved by the RCJ provider. Not all medications currently prescribed to you by your regular doctor will necessarily be approved by the RCJ provider. **However, no life sustaining medication or procedure will be withheld from you at any time.** Because RCJ distributes medication normally three times a day, the dosage you normally take may be changed by the RCJ provider. Medications and dosage are decisions which can be made only by the RCJ provider and only the RCJ provider can change them. The corrections officers and jail administration have NO AUTHORITY to make any changes and can only follow the orders of the RCJ provider. This law is followed by every county jail and prison in MINNESOTA.

**Renville County Jail charges a \$5.00 nurse call fee.**

**Visits requested by our medical staff will be at no charge. Follow up visits will also be at no charge.**

**No inmate will be denied health care due to indigence.**

1. The jail nurse is normally on duty Monday through Friday, 8am to 4pm.
2. To request medical attention, inmates must send a request through the electronic kite process. First, log onto your iPod. Then click More>Requests>Medical Request. Type your request and be specific. Your kite will go directly to the medical office. The iPod will take a picture of you when you send the request. Make sure you allow your face to be photographed. Inmates will be seen as needed when requested by our jail medical staff. When sending a kite, be sure to include the reason for the medical visit. You **MUST** be specific. Electronic kites also allow the provider to communicate with you through the iPod.
3. A dentist is made available in emergency situations only. You will be assessed by the jail nurse first. The policies locally, for the DOC and the BOP all authorize *extraction* of the affected tooth only.
4. All medication dispensed will be taken immediately with water ONLY. Your mouth and hands will be subject to inspection.
5. Medication distribution is at approximately 7:00am and 8:00pm unless otherwise specified by the jail provider, in accordance with DOC 2911 rules and local policy.
6. Any problems involving medical care that cannot be handled by the corrections staff will be directed to the jail nurse.
7. Non-prescription medications are available and listed on the back of a paper kite.
8. No inmate will be denied health care due to indigence.
9. Inmates are allowed a maximum of 2 pkg 500mg Tylenol and 2 pkg 200mg Ibuprofen per day.
10. The provider reserves the right to crush and float medication for medication that is not time released.

## PROGRAMMING

### RECREATION

1. Use of the gym is a privilege. Use may be restricted based on your behavior and/or attitude.
2. Inmates are offered recreation daily as time allows and at the discretion of the correction officers on duty.
3. Recreation will be approximately 60 minutes long. Make sure you have used the toilet facilities before you head to the gym!
4. Equipment will not be defaced, destroyed, or rendered ineffective by inmates as privileges will be lost and inmates will be charged for the equipment.
5. Renville County Jail is not responsible for injuries sustained during recreation. You are responsible for judging the level of activity you should exert.
6. Tennis shoes, which the jail provides, must be worn at all times in the gym.

### LIBRARY

1. The use of the library is a privilege. Use may be restricted based on your behavior and/or attitude.
2. Do not deface, destroy, and remove pages or articles from the library.
3. The library must be kept clean and neat or access will be restricted.
4. Any passing or leaving of notes in the library will result in the restriction for the entire facility and/or the inmates involved.
5. Inmates are allowed 2 books from the library in their possession at a time.
6. Local newspapers are NOT allowed in the housing units.
7. Magazines are not allowed in the jail with the exception of published workbooks for a program approved class. You must receive prior approval from the CRS.
8. Inmates are offered library daily as time allows and at the discretion of the correction officers.
9. Games and puzzles are allowed to be taken back to the housing unit. They must be kept in good order.
10. Legal materials are accessed through the law library on your iPod.

## PROGRAMMING CONTINUED

### Education, Group Meetings, Substance Abuse Programs, Religious Programs

1. All programs must be approved and supervised by the jail CRS. Days and times of these programs will be posted in each pod dayroom. All days and times are subject to change without notice.
2. Inmates shall have NO physical contact with any volunteers.
3. Inmates on disciplinary segregation may or may not be allowed to attend programming, depending on attitude and behavior and must have the permission from the CRS or jail administration.
4. Requests for individual religious counseling, interviews or religious materials should be made in writing to the CRS.
5. All programs, with the exception of any court ordered programming, are on a purely volunteer basis.
6. No inmate shall ask any volunteer for special treatment or “favors”. This includes, but is no limited to, asking for money, mailing letters and/or contacting friends or family. Also volunteers are strictly prohibited from doing so.
7. No inmate will have contact by phone, mail, letter, note or email with any volunteer, unless you are participating in a by mail program permitted by the CRS.
8. GED may be available upon request of an inmate made to the CRS in writing.

## PERSONAL PROBLEMS AND COUNSELING

If you are having difficulty adjusting to the jail routine or if you are having personal problems, inform a correctional officer. They are available to help you as much as possible by referring you to other agencies or individuals qualified to help you. Although an individual corrections officer might speak privately to you about an issue you are having, in no way are the correctional officers licensed therapists, but they will try to lead you in the right direction for help.

## CELL CAMERAS

With the most recent upgrade of the jail security system, RCJ added a camera in every cell. This was done with permission from the Minnesota Department of Corrections and the Federal Bureau of Prisons. The cameras are primarily to protect you as a deterrent from physical assault, sexual assault and abuse and other forms of harassment by both inmates and staff. Cameras are also a supplemental way of checking on wellness and used in the event of mental health issues that may require additional monitoring. In each general population cell, the immediate area over and around the toilet are distorted for complete privacy. No cell camera views inside the shower area. For complete privacy, remove your clothes and dress inside the shower area. When showering, hang your towel on the safety hook outside the shower curtain, warm the shower water for a couple of cycles before stepping in to remove your clothes. Shower, dry off and dress inside the shower stall. DO NOT COVER THE CAMERA IN ANY CELL AND DO NOT OBSTRUCT THE VIEW BY HANGING TOWELS OR ARTICLES OF CLOTHING FROM THE TOP BUNK! THIS IS A FORMAL VIOLATION.

1. All Huber/Work Release/Education Release must be;
  - a) Approved by the Court to apply for Huber Work Release/Education Release.
  - b) Able to meet the qualifications of the Renville County Sheriff as set forth in the *Huber Work Release/Education Release Handbook*.
  - c) Approved written approval by jail administration or the CRS.
2. Huber/Work Release/Education Release inmates will have to meet with the CRS or jail administration prior to beginning their sentence.
3. Huber/Work Release/Education Release inmates will be given a separate handbook with rules and regulations in addition to the *RCJ Inmate Handbook*.
4. Huber/Work Release/Education Release MUST pay a work release fee of \$27.50 a day in lieu of the Pay to Stay fee. Individuals sentenced from another county and are allowed to serve their sentence in Renville County, must pay a private pay boarder fee of \$60.00 per day in lieu of any other daily fees for Pay to Stay or Huber. This requires both the Court's written approval and both the approval of the sentencing county jail administration and the approval of RCJ administration.
5. Huber/Work Release/Education Release fees will be paid IN ADVANCE. Fees will be paid a week in advance in order to leave for work. Days not worked must also be paid at the pay to stay rate of \$27.50 per day. Any credit for time served days given on the Sentencing Order will be accessed at the rate of \$27.50 per day. This applies only for time credit days served in Renville County Jail.
6. Any violation of the release agreement may result in the immediate cancellation of work release/education release privileges and/or loss of Good Time.
7. Properly completed Huber/Education applications must be returned to the jail 14 days prior to reporting for your sentence.

## COMMUNITY SERVICE

1. Sentenced inmates who have fines assessed by the court will be given priority to work off those fines as long as the inmate has a positive attitude, good behavior and does quality work. The CO team on duty has the final decision making authority as to which inmate(s) are allowed community service during their shift.
2. The jail program director will classify you based on your current and past behavior in the facility.
3. You will need to be cleared by medical to do community service in the jail.
4. Qualified inmates will be placed on a list for inmate worker status. Corrections officer on duty will decide from the list of workers as to who will be able to perform tasks for that shift. Inmate attitude and behavior play a large part of who is chosen as an inmate worker as well as past quality of work.
5. If you are an inmate worker, your privilege may be revoked at any time.
6. Community service pay cannot be used to apply to inmate funds. If an inmate has no fines, it is by volunteer status only. If you are from another county and have fines, it is suggested you contact that county to make sure your hours will be honored. We board from three different judicial districts, each with their own rules.

1. Violation of the rules of conduct will result in disciplinary action, either as an informal or formal violation.
2. You will at all times show respect for the well-being of all persons and property in the jail and conduct yourself in an orderly manner.
3. You will use moderate voice tones at all times and refrain from loud talking, singing, whistling, unnecessary noise or disruptive behavior in all areas of the jail.
4. You will resolve conflicts and differences in a peaceful, orderly and non-aggressive manner.
- 5. You will obey all direct orders given by jail staff.**
6. You must receive permission from jail staff on duty prior to movement from one area of the facility to another. *This includes laundry and cleaning helpers.*
7. You WILL NOT enter correctional officers' areas or jail offices unescorted.
- \* 8. You WILL NOT enter another inmate's cell regardless if you have their permission. This will bring an immediate sanction of a 23 hour lockdown for the first offense. Jail staff do NOT have the discretion to overlook this offense.**
9. You WILL NOT have physical contact with corrections staff or volunteers.
10. You WILL NOT cover your face or neck with a blanket or towel at any time. This is a Department of Corrections regulation and it **will be enforced**. NO EXCEPTIONS.
11. You MUST sleep with your head toward the shower end of the cell. This is a Department of Corrections regulation and it **will be enforced**. The ONLY exception is if your jail measured height is 6'4" or taller.
12. You are required to help clean the cell and dayroom you live in. If you are alone, this is your responsibility.
13. You are responsible for your clothing and bedding. Keep it in good condition or you will be charged for replacement.
14. You MUST NOT throw trash of any kind or articles of clothing, sheets or blankets into the toilets, showers, drains or on the floor.
15. When outside of your assigned cell, you will wear your jail uniform at all times (shirt, pants, socks and shoes). This includes medication pass, meals, and time in the day room. Male inmates may remove their shirt in the gym but must put the shirt back on before leaving the gym. You must wear your shirt when in the day area of a pod.
16. Genitalia areas MUST be covered when you are sleeping.
- 17. You will remain in the cell and bunk you are assigned to! DO NOT MOVE without staff approval.**
18. You will not hang or attach anything in your cell so as to obstruct the lighting or the view for well-being checks. You will not hang the top mattress over the edge to obstruct the light. There will be NOTHING hanging from your bunks. NO EXCEPTIONS. There are sleep masks available for purchase on canteen, or you may use a sock to cover your eyes.
19. You must not cover any camera in RCJ—this includes the camera in your cell. For showering or using the toilet, you may cover the window only for a brief period of time, no longer than 20 minutes.
19. If you damage or destroy any jail property, you will pay for the replacement of that item or pay for services to repair the item. You may be charged with a criminal offense. You may be denied replacement of the damaged item.

20. You will not wear anything on your head, unless approved by jail administration.
21. All inmates are subject to unannounced chemical testing, cell and property searches and strip searches.
22. If you have any requests that are a non-emergency, submit an eKite through your iPod.
23. If you need to see the nurse, submit a medical kite. Fee is \$5.00. You will not be denied medical care due to indigent status.
24. Money may be deducted from your account at any time for any outstanding bills you owe the county including the \$25.00 booking fee. Any attempt to use another inmate's account to avoid this will lead to disciplinary action for both inmates and possible criminal charges against the person avoiding payment of money owed to a governmental agency.
25. You may have the following dropped off for you or mailed in to you:
  - A. Cash, Money Orders
  - B. Prescriptions medication (Needs to be approved by jail medical)
  - C. Prescription glasses or contact lens (contact care must be in sealed packages)
26. Shirt must be tucked in outside of the cell.
27. Socks must be worn outside of the cell as this is a Department of Health rule.
27. Only ONE jail issued mattress per bunk.
28. You may purchase ONE eggshell mattress from CANTEEN to be added to your jail mattress. YOU WILL NOT purchase or obtain an eggshell mattress from another inmate. WHEN YOU PURCHASE ONE, YOUR NAME WILL BE WRITTEN ON IT. It leaves with you or is thrown away when released.
29. You WILL NOT take your name magnets apart to hang personal items.
30. You will hang your magnetic name tag in an orderly manner outside of your assigned pod and assigned cell.
31. You must have your name tag on the outside of your cell in the designated area and as issued by jail staff. Tampering with the name tag or not displaying it in the appropriate area or tampering with the name tag of another inmate will subject you to a 23 hour lockdown.
32. You WILL NOT pass notes to other inmates, including but not limited to, during programs or left in a general use areas of the facility such as the library or gym.
33. Pictures, drawings or other items that you wish to display must be hung ONLY within the designated area in each cell and hung with a product supplied by the corrections staff.
34. You must not block or cover the intercom to each cell.
- \* 35. You must NOT COVER or block any camera in the jail including your cell camera. Loss of iPod external communications will result.

**Discipline for Informal Violations:**

1. Verbal warning/Written warning.
2. Confinement to cell, holding or assigned cell at staff discretion, not to exceed 23 hours, but no other loss of privileges with the exception of Sanctions in Lieu of Confinement (page 27).

## **\*DISCIPLINARY PLAN**

As an inmate in the RCJ, you have the right to know what behavior is expected of you and the penalties for misbehavior. The disciplinary process is fair, systematic and unbiased so that no person, staff or inmate may plead ignorance of the rules. This disciplinary plan is to insure a safe and secure environment.

**Violations:** You may be subject to disciplinary action for violations described in the inmate handbook or violations of state law. Violations may be handled with a verbal warning, written warning, or lockdown at the discretion of the correctional officers.

**Sanctions In Lieu of Confinement:** Corrections staff may, at their discretion, substitute sanctions as in loss of programs for a given period of time rather than confinement.

### **Informal Offenses:**

1. Making loud noises, whistling, banging on the walls, yelling, or using abusive or profane language. Talking must be kept at a conversation level.
2. Failure to shower daily, failure to maintain personal hygiene and to keep housing unit clean and sanitary or failing to do same in a reasonable time when requested by jail staff.
3. Lying or providing false information to a staff member in regard to the administration of the jail.
4. Gambling or possession of money or currency is prohibited.
5. Being in an unauthorized area.
6. Tattooing or self-mutilation.
7. Trafficking or attempting to traffic any contraband or other prohibited items with other inmates.
8. Hanging any item in any location as to obstruct the view of the corrections staff.
9. Receiving or taking more than one food tray. Giving or receiving food from another's tray.
10. Keeping or refusing to return any item supplied by the jail.
11. Tearing, shredding, burning or damaging any jail item.
12. Unauthorized use or abuse of mail or phone.
13. Late return from release or pass.
14. Conspiring with any person to commit a violation of rules or statutes.
15. Sitting or putting feet on tables and/or walls.
16. Intercoms will be used for help in emergency or medical situations only. Do not cover them. General questions and/or requests must wait until a CO conducts a well-being check.
- \* 17. **Looking out the pod door windows or other pod windows is prohibited.** This is a **mandatory** behavior modification confinement of 23 hours. **CO does not have discretionary authority.**
18. Communicating between pods is prohibited.
19. Possession of excess clothing, bedding or other personal property is prohibited.
20. Possession of another's property is prohibited.
21. Violating visiting rules or program rules.
22. Entering another inmate's cell regardless of their consent or the consent of another inmate is prohibited.

### **Formal Violations:**

1. Assault: No inmate shall cause physical harm that requires significant medical attention outside of RCJ medical unit or results in criminal charges.
2. Threats of Violence: No inmate shall threaten another person with bodily harm or participate in a minor scuffle including leaving marks or causing other minor injuries.
3. Sexual behavior: No inmate shall force or encourage another to engage in prohibited sexual behavior. Prohibited sexual behavior is defined as sexual intercourse, sodomy, and forced masturbation, masturbation of others or any homosexual act.
4. Making sexual proposals or threats to staff, volunteers or other inmates is prohibited.
5. Homicide: No inmate shall kill or contribute in any way to the death of another.
6. Holding Hostage: No inmate shall take or hold another person or persons, to control for any purpose whatsoever.
7. Extortion: (Blackmail) is prohibited.
8. Theft: No inmate shall be in possession of property not belonging to or not issued to that inmate.
9. Theft: No inmate shall be in possession of property belonging to another inmate. (Longer Lockdown)
10. Tampering or destroying jail property or property of another.
11. Smuggling: This rule pertains to the transporting of any contraband item around, into or out of this facility.
12. Escape or attempted escape.
13. Rioting or inciting to riot.
14. Possession of Contraband: This includes in an inmate's cell, pod or placed in any other jail location.
15. Three or more *Informal Violations* of the same or similar type.
16. Medical Malingering.
17. Covering a camera or obstructing the view of the camera including cell cameras. The sanction includes the loss of iPod external communications in addition to lock down time.
18. Cheeking medication will result in the canceling, changing or floating of the medication.
19. Testing positive for any medication not prescribed to you.
20. Refusing a UA.
21. Failure to obey a direct order from a corrections officer or police officer.

### **Discipline for Formal Violations:**

1. Inmate DUE PROCESS will be followed on all FORMAL VIOLATIONS
2. Disciplinary detention not to exceed 30 days on all major violations arising out of one incident.
3. CRS reviews and decides on all Formal Violations
4. Formal violation discipline will be reviewed with inmate by jail administration, supervisory staff, CRS or a designee every 3 days.
5. Loss of part or all good conduct time as determined by jail administration.
6. Loss of iPod external communication privileges.

**Assaulting a corrections officer or other corrections employees is a FELONY under Minnesota State Statute 609.2231 Subd. 3. This includes throwing or transferring bodily fluids or feces at or onto the employee. This also includes spitting.**

## HEARINGS

**PLEASE NOTE THAT THE BUREAU OF PRISON'S TIMELINES ARE FOLLOWED AND THE DHO MENTIONED IN THIS SECTION IS NOT THE DHO FOR THE BUREAU OF PRISONS.**

Any time you are accused of a formal violation, you will receive written notice of the violation you are accused of. This notice will be given to you by a staff member other than the staff member writing the report. You are entitled to an impartial hearing. A hearing will be scheduled within 72 hours (three business days), excluding the day of the event, weekends and holidays unless you waive your right to the hearing and plead guilty to the violation according to the stipulated plea procedures. The hearing is held by a RCJ Disciplinary Hearing Officer, usually the CRS. The hearing is to allow you to give your side of the story and explain your actions. After the hearing, the RCJ DHO will have up to 72 hours (three business days), excluding the day of the hearing, weekends and holidays. Under extraordinary circumstances, an extension of time in issuing the disposition can be granted for an additional 72 hours.

You May:

1. Request up to 3 witnesses to be called or interviewed on your behalf, assuming they are still in custody, if they can present any additional information not already known and have relevant testimony.
2. Request that your hearing be postponed for cause at the RCJ DHO discretion.
3. Refuse to answer questions (but your silence can be used to infer guilt).
4. Request that a staff member represent you if that staff member is on duty when the hearing takes place.
5. Plead guilty to the violation and skip the rest of the hearing.

You May Not:

1. Cross-examine witnesses.
2. Personally question the staff member who wrote the report. (Unless the hearing officer agrees that it is necessary).
3. Use profanity or be disruptive during the hearing. If you are disruptive, the hearing may continue without your presence.

Findings:

1. After the hearing, usually the same day but within 48 hours (2 days business days) exclusive of the day of the hearing, weekends and holidays, you will be told whether or not you are in violation. If you are found not guilty, the Offense Report will be removed from your file. If you are found guilty, you will be told the reason for the finding and also what the sanction is. You will begin serving the sanction immediately. You will be given time served credit if you have been locked down since the date of offense. Time credit begins the first full day after lockdown.
2. You have the right to appeal the decision based on procedure of the hearing only, not the findings.

## APPEAL PROCEDURE

The following procedure shall be used for appealing a sanction issued by a RCJ DHO:  
 You have the right to appeal the decision based on procedure of the hearing only, not the findings.

1st: Present your appeal, either by eKite or in writing, to the on-duty correction officer. Note on your written statement or eKite that you are appealing the procedure on your hearing and completely explain why you feel the procedure was not handled correctly. The RCJ Disciplinary Appeal Officer will notify you of the decision in writing within 72 hours of the appeal hearing, exclusive of the day of the hearing, weekends and holidays. You are entitled to one level higher appeal if you do not agree with the procedural findings of an appeal officer, unless the appeal officer is the Jail Administrator. That decision is final.

All procedural appeals will be in writing on or before 72 hours of receiving the disposition of your hearing. The use of a grievance process does not prevent you from seeking legal remedies. You must sign the appeal you submitted or make sure your picture is taken when you submit an eKite. Use of the appeal process will not be held against you.

## BUREAU OF PRISONS APPEAL PROCESS

RCJ or jail administration have no authority to rule in favor or against a federal CDC decision or a federal DHO sanction. If as a federal inmate you are wishing to appeal a sanction by the federal DHO, you need to submit a BP-10 directly to the Kansas City Regional Office. RCJ can provide that address to you. You do not need to submit a BP-9 to the jail as that applies only to a federal prison and to the warden of that prison. Please make sure you are following all directions on a BP-9, BP-10 or BP-11 when communicating with Mpls, Kansas City or Washington DC, respectively. BOP policy will allow only one form per offense to be given out to an inmate at a time, therefore the BOP does not allow a BP-9, BP-10 and BP-11 to be given out at the same time per offense. If you have specific questions, kite the CRS with your questions.

## CIVIL DETAINEES HELD FOR IMMIGRATION PURPOSES ONLY

If you are being detained in Renville County Jail solely for civil immigration purposes (no local charges), RCJ encourages you to utilize the following contact number and/or mailing address to contact an immigration services agency. An officer will assist you in contacting them if needed.

Immigration Law Center of Minnesota  
 450 N. Syndicate St.  
 Suite 200  
 St. Paul, MN 55104  
 1-800-223-1368

THIS SERVICE IS AT NO COST

Website: <http://www.ilcm.org>

Email: [oficinalegal@ilcm.org](mailto:oficinalegal@ilcm.org)

## GRIEVANCE PROCEDURE

A grievance procedure shall exist for an inmate's written complaints concerning personal health, welfare or the operations and services of the RCJ which you believe have been unfair to you. All grievances medical in nature, will be presented to the medical provider for RCJ.

### **You cannot grieve informal violation sanctions.**

The following procedure shall be used for discipline in which the inmate can grieve:

1st: Present your grievance, either by eGrievance or in writing, to the on-duty correction officer. A CO will attempt to rectify the situation.

If you are not satisfied with the correction officer's response:

2nd: Submit your grievance, either by eGrievance or in writing, to a Sergeant along with the correction officer's response.

If you are not satisfied with the Sergeant's response:

3rd: Direct a written grievance to the Assistant Jail Administrator along with both the correction officer's response and the Sergeant's response.

If you are not satisfied with the Assistant Jail Administrator's response:

3rd: Direct either an eGrievance or a written grievance to the Jail Administrator along with the response from the correction officer, the Sergeant and the Assistant Jail Administrator.

The Jail Administrator's response is the final authority on the matter.

**You cannot send the grievance to more than one person at a time. You cannot skip anyone in the chain of command. You must send an original and not a photocopy as you would not know the response of the next in the chain of command.**

All responses to your grievances will be in writing and returned to you within 5 business days starting the day following the receipt of your grievance, excluding weekends and holidays. The use of a grievance process does not prevent you from seeking legal remedies. You must sign the grievance you submitted or make sure your picture is taken when you submit an eGrievance. Use of the grievance process will not be held against you. You may or may not be interviewed while your grievance is processed.

### **SEE SECTION ON PREA FOR EXCEPTIONS TO GRIEVANCE RULES IN REPORTING SEXUAL ABUSE**

**REMINDER:** When writing to elected officials, officials of the Department of Corrections, Bureau of Prisons, attorneys and other officers of the court, you do NOT have to leave the envelope open and you may seal the envelope in the presents of a corrections officer, and the officer does not have to see what you have written. If writing to a particular individual within the list of above mentioned groups, please make sure their title follows their name so it is clear you are writing to someone who is an official of one of the aforementioned groups.

The expectation of Administration is that your grievance is; 1) An issue wherein a grievance is allowed. 2) It is truthful to the best of your knowledge. 3) It is sincerely held by you to be valid. 4) It is not used merely to cause disruption to the administration of the jail.

Addresses of major groups associated with RCJ are listed in the last section of this handbook.

## PREA

### Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault/sexual misconduct in correctional systems. PREA addresses both inmate-to-inmate sexual assault and staff-to-inmate sexual assault. The best way to report a sexual assault is to tell a corrections officer **immediately**. You may also submit an ePREA report through your iPod. If you prefer, you may send a confidential sealed message directly to the jail administrator indicating you need a private meeting to discuss a PREA issue. **You need not use any “formal” process for reporting sexual assault/abuse and you can report any sexual abuse at any time.** The important thing is that you **TELL SOMEONE!** You may also send a letter to the Renville County Attorney, Olivia, MN 56277. This letter will not be opened by staff as it is privileged legal mail. This message cannot be seen by correctional floor staff. Every allegation will be taken seriously. **Renville County Jail fully supports the guidelines set forth in the law and remains committed to a zero-tolerance policy against sexual violence. RCJ takes PREA very seriously!**

Under PREA, we have established uniform methods for prompt reporting and investigation of allegations of sex-related offenses or threats, identification of predators, protection of victims, and prescribing sanctions for substantiated sexual offenses, as well as false allegations. This standard is directed to all sexual acts relating to: inmate to inmate, inmate to staff and staff to inmate.

Inmates who are currently or have been sexually assaulted are encouraged to talk to a staff member. This will allow for the quickest response. You are encouraged to use any of the methods below to report any sexual abuse.

If you suspect that an inmate is the victim of sexual assault/harassment, it can be reported in one of the following ways.

- Contact the Renville County Jail Administration Office during regular business hours at 320-523-3778 and you will be directed to someone who can take the information.
- Call the Renville County Jail and request to speak with a shift supervisor to make a report at 320-523-3600.
- Call the Renville County Attorney’s Office at 320-523-2661
- If the case you are at RCJ on is still active, tell your public defender or your paid attorney.
- Call Sexual Assault Advocate at 320-235-0962 with the option to remain anonymous.
- National Sexual Assault hotline 1-800-656-4673.
- Sexual Assault Advocacy Program, 414 Becker Ave SW, Willmar, MN 56201 (320) 262-3829.
- Safe Avenues 1950 19th Ave SW, Willmar, MN 56201 (320) 235-0475

**NOTE: Inmates may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the inmate filed the grievance in bad faith. Making a false police report is a crime and will be prosecuted to the fullest extent possible.**

## AVAILABLE INFORMATION

For the following information, eKite the CRS with your request.

- Foreign Consuls phone numbers and addresses
- Have requests for religious accommodations
- Voting and voting registration

## ADDRESSES OF OFFICIALS AND AGENCIES ASSOCIATED WITH RCI

**Ned G. Wohlman, Jail Administrator**

Renville County Sheriff's Office  
 105 5<sup>th</sup> Street South Suite 210  
 Olivia, MN 56277

**Scott D. Hable, Sheriff**

Renville County Sheriff's Office  
 105 5<sup>th</sup> Street South Suite 210  
 Olivia, MN 56277

**Minnesota Department of Corrections**

(All MN Jails)

1450 Energy Park Drive  
 St. Paul, Minnesota 55108

**Federal Bureau of Prisons**

(Serves MN, ND, SD)

Minneapolis Residential Reentry Center  
 Residential Reentry Manager  
 300 South 4<sup>th</sup> Street Suite 1210  
 Minneapolis, MN 55415

**Federal Bureau of Prisons**

(Serves IA, KS, Mo & NE)

RRM Kansas City  
 Residential Reentry Office  
 400 STATE AVE., STE 800  
 KANSAS CITY, KS 66101

**Federal Bureau of Prisons**

(Regional Offices for both MPLS and KC)

**North Central Region**

400 State Avenue, 6<sup>th</sup> Floor  
 Kansas City, KS 66101

If you are in need of an address for an official not listed on this page, please kite the CRS and we will see that you are provided with that address.

(This is page intentionally left blank)