

# **Inmate Handbook**

## **1<sup>st</sup> floor and 2<sup>nd</sup> floor**

Revised October 2023

## TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Introduction/PREA .....	3
Processing .....	4
Rules and Standards of Conduct .....	5-6
Daily Schedule: General and Max Custody .....	7
Cell Search & Headcounts .....	8
Medical/Dental Care .....	9-10
Programs & Recreation .....	11
Laundry & Clothing .....	12
Visitation .....	13
Inmate Mail .....	14
Telephone .....	15
iPods .....	16
Commissary .....	17
Haircuts/Grooming .....	18
Inmate Property .....	19
Meals .....	20
Inmate Discipline Plan .....	21
Minor Violations .....	22
Major Violations .....	23
Complaints/Grievances/Appeals Process .....	24-25
Programming Schedules .....	26-27

## INTRODUCTION

The Beltrami County Adult Correction Center is managed by the Corrections Division of the Beltrami County Sheriff's Office. The Inmate Handbook contains rules of conduct, enforced by the Beltrami County Sheriff and his staff, which are designed to maintain security, a standard of cleanliness, and discipline within the Adult Correction Center. You are required to follow these rules and failure to do so may result in disciplinary action.

The Inmate Handbook has been prepared for your benefit and should be read carefully so that you will know what conduct is expected of you, what privileges and programs are available to you, as well as general information pertaining to your incarceration. Your behavior and attitude while you are in custody will determine how you are treated by other prisoners and the Corrections Staff. Cooperation and adherence to the rules and respect for others is expected from each inmate.

If you do not understand the rules, or have a question on anything in this handbook, ask Corrections Staff for assistance.

If you need assistance accessing the court, legal counsel, or legal materials, you may send a message to staff on the kiosk.

### PREA

The ***"Prison Rape Elimination Act"*** of 2003 (PREA) is a Federal Mandate that prohibits and seeks to eliminate sexual abuse and sexual harassment in correctional institutions.

The Beltrami County Adult Correction Center has zero tolerance with regard to sexual abuse and sexual harassment in this facility and will take appropriate affirmative measures to protect all inmates from sexual abuse and harassment and to promptly and thoroughly investigate all allegations of sexual abuse and harassment.

The Beltrami County Sheriff's Office will investigate any Criminal Allegations. Any person may report any allegation on the behalf of any inmate to the Beltrami County Sheriff's Office at 218-333-9111 or to the local sexual assault services Support Within Reach 218-444-9524 or 800- 708-2727 (24 hr. hotline).

Inmates may report sexual abuse and harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, through the kiosk, anonymously, or from third parties and shall promptly document all verbal reports.

Inmates who have consensual sexual contact with another inmate may be disciplined.

Inmates who have non-consensual sexual contact with another inmate will be disciplined and/or criminally prosecuted.

Falsely reporting a sexual abuse incident will not be tolerated and will result in discipline and/or criminal prosecution.

## **PROCESSING**

Prior to entering the facility individuals are required to go through a pre-entry screening. During the booking process, everyone will complete necessary paperwork, and be screened medically. This process will determine your security status, cellblock designation, and inmate needs, based on your age, medical condition, offense, prior criminal records, and your general attitude and behavior.

The location in which you are housed is determined by your gender and classification evaluation. The facility has the right to reclassify your housing status as your behavior dictates and as classification changes.

## RULES & STANDARDS OF CONDUCT

You are expected to follow all rules and obey staff instructions. You are expected to always conduct yourself in a respectable manner, showing respect for the rights of staff and other inmates.

- (1) During booking you will be issued a box consisting of (1) mattress cover, (2) sheets, (1) blanket May 1 – Sept. 30, OR (2) blankets Oct. 1 – April 30; (2) towels, (1) cup, (1) spork, a toothbrush, tube of toothpaste, a comb, a shampoo packet, and a bar of soap. You may not have any of these items brought to the Beltrami County Adult Correction Center for you. After initial issue, additional items may be purchased through commissary.
2. Disposable razors will be issued free of charge. Your request must be submitted no later than 10 PM Saturday. Razors and nail clippers will be passed out each Sunday morning with breakfast and collected when breakfast trays are picked up. Inmates are responsible to keep track of and turn in their own razors. Razors should be returned with plastic covers in place. If the cover is not on the razor, or the razor is damaged or broken in any way, this area may subject to an immediate shakedown. No excuse for a lost razor is acceptable. If, upon collection, a razor and/or nail clipper are missing, a search will be conducted until they are located. The owner of the missing razor will be locked down pending formal disciplinary action.
3. Showers are available for inmates use during the hours that inmates are not in lock down status. Inmates are required to shower DAILY.
4. Haircuts will be scheduled each month. Inmates should request a haircut ahead of time on the kiosk and will pay for them with money they have in their inmate account. Contact Program Staff VIA Kiosk if you have any questions regarding haircuts.
5. You are responsible for keeping your cell and day room area clean. If found in violation, you may be locked down which includes, but not limited to: garbage, toothpaste, graffiti (no matter how beautiful it is), dust, dirt, etc... Cleaning supplies are available and are supplied to each cellblock daily. **Release from custody and housing re-classification may be delayed if your cell is found dirty or property is damaged.**
6. ACCUMULATION OF PERISHABLE FOOD ITEMS IS NOT ALLOWED. If you are found in violation you may be locked down.
7. Damaging or defacing walls, fixtures, furnishings, bedding, clothing, wrist bands or any other county property will result in lockdown and possible criminal charges.
8. Mail including pictures will be scanned and accessible on the kiosk original mail will be placed in property available upon release. Legal mail will be given to inmates.
9. If you are found in possession of damaged or altered corrections property (t-shirt, uniforms, sheets, pillows, sandals, wrist bands ...etc.) the cost of the replacement will be deducted from your account. In some circumstances disciplinary lockdown may apply at the time of offense. Blaming the damage on another will not be a defense.
10. You are not allowed to hang **anything** on the walls, lighting fixtures, windows, vents, etc. "Bed tenting" is **NOT** allowed. You are not allowed to store **anything** in your window area. Hanging laundry over railings and stairs is not allowed. Violations of this policy will result in 24-hour lockdown.

11. Disabling of door locks and/or food ports in **any way** will result in lockdown and possible additional consequences.
12. Horseplay, boisterous activity, unnecessary loudness, or fighting, is strictly forbidden.
13. Inmates are not permitted to enter cells for which they are not assigned to.
14. Inmates are not allowed to sit on or have their feet on the top of the tables in the dayroom areas.
15. You must wear a complete set of issued clothing (pants, shirt or sweatshirt, wrist bands, shoes, or sandals) while outside of your individual cell.
16. WRIST BANDS must be used for out of cell purposes such as, but not limited to court, library, canteen, medical, recreation, furlough, HUBER, conference room, program...etc. If WRIST BAND is tampered with you will be given an automatic 10-day lockdown and your account will be charged a \$10 fee. If you do not have your WRIST BAND on when asked to be scanned, you will not be allow to go to your requested location. This is for your safety and security.
17. Contraband is anything that has not been provided or approved by the Beltrami County Adult Correction Center. Contraband is also any approved item that has been altered or misused. If you are found in possession of contraband, you will be subject to disciplinary action, and/or criminal charges. This includes flex pens, and pencils that have been altered.
18. DO NOT: Pound on the doors or glass – **Intercoms** are for **Emergency Use Only**: misuse of intercom will result in disciplinary actions. Please write requests to staff on the kiosk. **DO NOT**: Enter or reach into the control room. **DO NOT**: Step in the red tiled areas. **DO NOT**: Throw away eating utensils.
19. RELEASES: If an inmate has an outdate calculated they will be released at approximately, but not limited to 6:00 a.m. If an inmate is released from court and Corrections staff have received the needed updated court information the inmate will be released as soon as time permits until 11:59 p.m.  
*\*note ALL court information must be received prior to inmate release*
20. Inmates should submit requests to staff or medical staff on the kiosk and/or when staff are conducting their walk through. Please do not submit your request via the intercom which are used for emergency purposes only.
21. Pencils needing to be sharpened should be sent out with meal carts. Pencils will be returned at the next meal.
22. **It is the inmate's responsibility to notify staff immediately of any unsafe condition or situation in the Adult Correction Center. These may include physical threats from other inmates, personal conflicts in housing, health/medical issues, etc. If you do not understand the Rules & Policies, you must ask staff for assistance.**

**PLEASE NOTE...FAILURE TO FOLLOW ANY OF THE RULES AND STANDARDS OF CONDUCT COULD RESULT IN ADMINISTRATIVE DISCIPLINARY ACTIONS. SEE INMATE DISCIPLINE PLAN IN THIS HANDBOOK INCLUDING MINOR AND MAJOR VIOLATIONS**

## General DAILY SCHEDULE

1. **BREAKFAST** will be served at approximately 6:45 a.m. Inmates will be up and dressed when breakfast arrives. Each inmate will pick up his/her own meal. Razors and nail clippers will be passed at this time, Sunday mornings.
2. Recreation will be offered throughout the day, 7 days a week, unless circumstances or classification prevents it.
3. Programming is offered as scheduled. Sign up for programs on the kiosk.
4. **LUNCH** will be served at approximately 11:45 a.m.
5. **DINNER** will be served at approximately 4:30 p.m.
6. After 5:00 PM lockdown, evening cleaning will start. EACH person will clean his or her own room or area. EVERYONE will be required to participate in clean up. The dayroom, and all individual cells or areas, will be swept and mopped. All stainless steel will be cleaned.
7. Garbage cans should be emptied daily.
8. Each evening a cell inspection will be done. If your room is dirty, or there are other problems indicated on the inspection report, your cellblock will be locked down sometime the next day until cleaning or repairs are made. If anything is found covering lights, fixtures, vents, etc. or if you have anything stored in your window area, you will be automatically locked down for 24 hours.
9. Lockdowns will occur daily from 12:00 p.m. to 2:00 p.m., 5:00 p.m. to 7:00 p.m. and 10:00 p.m to 6:30 a.m. At these times, inmates are expected to be in their individual cells or on their bunk. Inmates are expected to leave the dayroom area immediately, TV's shut off, and inmates are expected to remain on their bunk and quiet. 10 PM to 6:30 AM lockdown lights will be dimmed.
10. Inmates will have access to vending machines based on classification schedule, unless circumstances prevent it.

### Max Custody Daily Schedule

1. Bottom tier out 0800-1100
2. Top tier out 1400-1700
3. Visitation allowed during your scheduled time out
4. Recreation/canteen is offered Tuesday & Friday during your scheduled time out.
5. Book Cart will be offered during canteen times.

## **CELL SEARCHES, HEADCOUNTS & DAILY INSPECTIONS**

1. Inmates and housing units may be searched at any time by corrections staff. You will be expected to always cooperate with staff instructions. Any inmate found in violation of any of the established rules may be subject to disciplinary action, such as loss of privileges, lockdown, loss of good time, and/or criminal prosecution.
2. Headcounts are conducted several times a day. Generally, the corrections staff will be able to do this without interruption, but you are expected to cooperate by standing in front of your cell/assigned bunk if instructed to do so.
3. Each evening, staff will conduct a cellblock inspection. At this time, the corrections staff will visually inspect the dayroom, bathroom/shower area, and each individual cell/housing area for general cleanliness, needed repairs, or other concerns. Excess items will be removed. Discipline will be enforced when and where necessary. Damage to Beltrami County Adult Correction Center property may result in discipline, in addition to possible criminal charges.
4. Periodic cell/housing area checks are made by corrections staff. Do NOT physically approach staff conducting cell/housing area checks.
5. LOCKDOWN may occur at any time at the direction of corrections staff. Go to your cell/bunk immediately if instructed to do so.



## MEDICAL & DENTAL CARE

Routine medical services are provided by correctional care. The Beltrami County Adult Corrections Center conducts sick call at least 5 times per week.

1. **Legitimate emergency** medical problems should be brought to the attention of staff immediately. **For any general medical problems/concerns**, the inmate will need to fill out a medical request via paper or kiosk. If necessary, you will be given appropriate care through correctional care and/or local medical facilities.
2. Inmates should fill out a detailed medical request regarding the concern on the kiosk if they wish to see the registered nurses.
  - There is a **\$5.00 charge for a nurse visit** and a **\$10 charge for a medical provider visit**, which will be deducted from the inmate's account. If the inmate does not have money, the inmate will have a negative account balance until funds are received. No inmate will be denied medical care due to indigent status.
  - There will be no charge for visits initiated by the nurse, which include: the inmate's initial medical screening (assessment), mantoux testing, chemical withdrawal monitoring and mental health appointments.
3. Dental appointments are made for emergency concerns only (abscesses, infection, for examples) after the inmate has completed at least one course of antibiotic therapy.
4. All prescription medication will be verified and authorized by correctional care medical providers prior to being dispensed by medical staff.
5. All questions or concerns about medications or health concerns should be directed to the correctional care registered nurses through medical request via kiosk.
6. Medications approved by the medical provider will be ordered for 14-day supply. If the inmate will knowingly be incarcerated for an extended length of time, medications may be ordered for 30-day supply per inmate request and medical provider approval.
7. Any inmate on any form of Suboxone (buprenorphine) that will be incarcerated for 30 days or longer will be put on a dose decrease taper and weaned off.
8. All inmates receiving medication, or care, are required to be fully dressed when called.
9. Misuse of medication (attempting to stockpile medication, manipulating med pass procedures by purposely failing to swallow medication, attempting to hide medication, purposeful regurgitation of medication, failure to immediately comply with a mouth inspection, etc.), may result in disciplinary action, and loss of that medication.

10. Offenders on the DOC Work Release Program are responsible for their own medical appointments and expenses.
11. County work release inmates are responsible for obtaining and providing payment for all medical and dental care. This includes prescriptions.
12. Self-turn in commitments are responsible for bringing in all currently prescribed medications when they turn themselves in.
13. All requests to see mental health must go through the registered nurses for scheduling. In addition, an inmate on any type of mental health classified medication(s) will need to be seen by mental health for continuing current medications and/or changes to, or addition of those medications.
14. Time/Date or time frame (this week, next month, etc.) of medical appointments made will not be disclosed to inmates. Inmates will be informed of the appointment and reason for it prior to scheduling only.
15. Correctional care nurses can perform eye exams as requested on the kiosk and recommendations will be given for eyeglasses if needed (approximate strength needed) that can be purchased from canteen.
16. Any misuse of the medical request system including inappropriate, derogatory, or threatening language to medical staff will be documented and may result in disciplinary action.

## PROGRAMS AND RECREATION

Programming is offered to inmates of the Beltrami County Adult Correction Center for the benefit of the inmate. Attendance is voluntary. Attending the various programs is a privilege which may be lost if an inmate violates any of the established rules. Attendance may also be restricted based on security issues, and space limitation. Each inmate is encouraged to take advantage of the available programming. These include recreation, religious services, educational classes, chemical dependency groups, etc.

For information on the Programs & Services that are available, see the program schedule. Program schedules are in the back of the handbook. If you have additional questions regarding the programs that are offered, you can request to speak with Program staff or put in a program request via the kiosk.

If you are interested in attending a program, please sign up on the kiosk prior to the program. Space may be limited. If an inmate attends a program, he/she must stay for the entire program. If the inmate chooses to leave the program early, they will be restricted from ALL programming for 7 days. The exception to this would be leaving the program for court, sick call, attorney visit, etc. If an inmate signs up for a program, and decides not to attend the program, they will be restricted from ALL programming for 7 days.

Recreation will be offered 7 days a week unless circumstances or classification prevent it.

## LAUNDRY/CLOTHING

Laundry will be exchanged in the evening on the following days.

### 1<sup>st</sup> Floor Inmates

Saturday – Bedding and Clothing

Monday – Clothing Only

Wednesday- Clothing Only

### 2<sup>nd</sup> Floor Inmates

Sunday – Bedding and Clothing

Tuesday – Clothing Only

Thursday – Clothing Only

### **There will not be any Laundry Exchange on FRIDAYS**

Please have the laundry you wish to exchange on your designated day, ready when staff come around. They will be scanning your wristband to make sure no one gets missed. Laundry will be exchanged at a 1 to 1 rate. (example – give out 1 shirt, get 1 shirt.)

Following processing, each inmate will be issued clothing and linens. While housed in the facility, the inmate is responsible for these items. In the event an item is damaged or missing, the inmate will be responsible to pay the cost of replacement. The inmate may also be criminally charged with damage to property. Corrections Staff will make sure that all items issued at initial booking are present upon an inmate's release. Inmates must be fully dressed whenever outside of their individual cell, or outside the cellblock.

It is the policy of the Beltrami County Adult Correction Center to allow the following laundry items per inmate:

- |                    |  |
|--------------------|--|
| (2) uniform pants  | (2) t-shirts & (1) sweatshirt/total of 4 |
| (2) pairs of socks | (2) towels                               |
| (2) underwear      | (2) Bras (Females)                       |
| (2) single sheets  | (1) blanket (May 1 – Sept. 30) OR        |
| (1) mattress cover | (2) blankets (Oct 1 – April 30)          |

\*Additional non-laundry items allowed: (1) cup, (1) pair of sandals, (1) mattress, (1) tub, (1) spork.

- Bedding including pillows, blankets, mattresses, etc. is not allowed to be used anywhere other than on a bunk.

**\*\*ANY ITEMS EXCEEDING THIS LIMIT WILL BE CONSIDERED CONTRABAND\*\***

## VISITATION

### VISITING HOURS: 7 days per week

0730-1130

1400-1700

1900-2200

1. All social visits will be accommodated through video visitation. Visits initiated in the lobby will be limited to 15 minutes to ensure time for all visitors.
2. Contact visits may be set up for visits with the following, but not limited to attorneys, doctors, probation officers, social workers, and law enforcement officials.
3. An inmate may refuse to see any visitor; either professional or social.
4. Inmates on disciplinary and/or safety status will be allowed visits between 1900-2200 when visitation privileges have been restored by the Hearing Officer.
5. The only items staff will accept from visitors for an inmate is cash, money orders, prescription eyeglasses, or items approved by staff.
6. Any inappropriate language or behavior on the part of the inmate OR visitor will be grounds for loss of visitation privileges.
7. Any person named who is named in an Order for Protection, Harassment Order, or other types of no-contact orders concerning an inmate will not be allowed to visit that inmate. Violation of a no-contact order may be reported to law enforcement and/or the County Attorney's office.
8. Visits are NOT private or confidential and will be monitored and recorded.

Any individual who abuses the privilege of being able to video conference with family members or loved ones will immediately lose their right to visit over the kiosk or texter visitation systems. Such abuse can be defined as, but not limited to, improper or malicious use of equipment, any nudity, threatening or graphic language, obscene gestures, inappropriate pictures or objects, or excessive profanity, failure to respect the requests of an admin. monitor, false information, and any illegal activity.

The public can visit [team3.inmatecanteen.com](http://team3.inmatecanteen.com) or [reliancetelephone.com](http://reliancetelephone.com) to set up an account to visit off-site through video visitation or send emails.

## INMATE MAIL

1. All privileged correspondence sent to an inmate will be opened, in his/her presence, and will be inspected, but not read. This includes packages. Upon receipt mail can and will be placed in his/her property until release.
2. All non-privileged correspondence shall be scanned and available on the kiosk.
3. Cash, money orders, and government checks will be removed from incoming mail and placed on the inmate's account. All money orders and government checks must have the endorsed signature form the inmate on the back prior to being deposited on the specified account. Personal or employment checks received for an inmate will be placed in the inmate's property locker.
4. Inmates wishing to correspond with other inmates within the facility must send the letter through the U.S. Postal Service.
5. Stamped envelopes, stamped post cards, and writing materials may be purchased through commissary. Envelopes and stamps not purchased here will be placed in the inmate's property locker.
6. Mail addressed to an inmate who has been transferred, or released, will be returned to sender.
7. Incoming mail bearing any type of gang reference or graffiti, or inappropriate, offensive, or threatening material will be returned to sender. Outgoing mail bearing the same material will be placed in the inmate's property locker. Inmates will be notified if a mail item was returned/rejected or placed in his/her property.
8. **ALL OUTGOING MAIL MUST** have a complete return name and address. Non-privileged outgoing mail should **NOT** be sealed. It is subject to inspection. Privileged legal mail may be sealed.

Example of full return address:

*FULL INMATE NAME*  
Beltrami County Adult Correction Center  
626 Minnesota Avenue NW  
Bemidji, MN 56601

9. Inmates may receive and send email through the kiosk, for a cost of \$.25 each. The public may send emails to inmates using [www.team3.inmatecanteen.com](http://www.team3.inmatecanteen.com). Emails must be sent in English. Emails containing inappropriate language, profanity, threatening statements, gang affiliated language, or anything that would affect the safety and security of the facility, will be declined, and you will be charged the cost of the email. All email is subject to review by corrections staff for approval.

## TELEPHONE

There is a telephone in each housing unit. For personal phone calls, inmates can make collect calls or calls made using a phone card purchased through request to staff or online at [www.reliancetelephone.com](http://www.reliancetelephone.com). Inmates have access to telephone during the hours that they are not in lockdown status. Staff will not accept any incoming calls for an inmate, except in the case of an emergency.

Phone calls made from the housing unit to an attorney are not subject to recording. Local attorney contact information can be found on the kiosk in each housing unit.

An inmate messaging system is available on the cell block phones for family and friends to leave brief recorded messages for inmates. The inmate message phone number is (218)558-3773.

Inmate damage to telephones may result in the loss of telephone privileges, disciplinary action, and/or criminal charges.

**Inmate cellblock phone conversations are NOT private or confidential and may be monitored and recorded.**

## **Beltrami County Adult Correction Center iPods**

iPods are for your personal use only. If there is any unlawful action to be taken, such as loaning your iPod to another inmate and they contact a victim, it will be the iPod owner's aiding and abetting charge. They may be taken away from you at any point, *at the correctional officers or the medical staff's discretion*. This is your **ONLY** warning!

### **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 online at [www.Reliancetelephone.com](http://www.Reliancetelephone.com) you can enter it into the iPod under "Account > Load Phone Card." On line cards that you wish to convert to your texting account can only be purchased from the above web site and **NOT** the kiosk.

### **iPod Rules**

1. Before you receive the iPod, you will be asked to sign the user agreement upon first unlocking your iPod. You must type your name exactly as it appears in the app. You then have five auto generated messages each day for three consecutive days. If you are not able to get funds set up, you will no longer be issued an iPod. iPods may be issued once every 30 days upon request.
2. You will be issued 1 Ipod. The charging cord will **NOT** leave the charging station unless you are turning your Ipod into staff.
3. There is a \$4.00 rental fee for 30 days that will be taken off of your texting account with Reliance Telephone. If you are transported to another facility or are released, your money will stay on your BELTRAMI COUNTY texter account.
4. 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.
5. 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.
6. Initial iPods will only be issued Monday thru Friday between the hours of 8:00 AM – 4:00 PM. iPods will **NOT** be issued on weekends or holidays.
7. You will be allowed to have your Ipod with you in your cell/bunk, even during lockdown times. You will not be allowed to leave your cell/bunk during lockdown times to get your Ipod if you left it on the charger or charge your Ipod when it dies. You will be responsible for keeping your Ipod charged at the proper times.
8. Ipods will be disabled for system rebooting from 2:00 am to 6:30 am.
9. Absolutely no iPods are allowed in court, programming, the Rec Room, library, nurse's office, kitchen, visiting, or on transports. If you have the iPod outside of your Ipod, you will lose the iPod for 24 hrs for the first offense, 7 days for the second offense, and for the rest of your stay on the third offense.
10. You are not allowed to take your Ipod with you when you are released from the facility. If you do, you will be charged by Reliance Telephone for the replacement fee.
11. If you are locked down, your Ipod will be disabled during your lockdown time.
12. Staff will **NOT** retrieve phone numbers out of your personal property.
13. Tampering with the charging stations or taking charging cords from the docking station, will result in loss of Ipod privileges, and/or Disciplinary Sanctions taken against you.
14. Rules are subject to change without notice. If you are unsure, please ask a staff member first.

**All Texts are subject to monitoring and recording!**



## COMMISSARY

1. Inmates with money on their account may purchase items using the vending machines or “brown bag” commissary orders. Commissary order forms should be filled out prior to 6:00 p.m. via the kiosks before commissary orders are scheduled to be filled on Monday and Friday but may be subject to change.
2. If you are considered indigent, you will be able to order the following items: shampoo, deodorant, small toothbrush, small toothpaste, bar of soap, and two stamped postcards. If you need additional assistance.

Indigent commissary may be ordered based on the schedule below:

Indigent commissary item:                      How often available:

Soap	2 bars	Every 6 days
Post cards	2 cards	Every 6 days
Toothpaste	1 tube	Every 10 days
Toothbrush	1 brush	Every 20 days
Shampoo	1 bottle	Every 9 days
Deodorant	1 stick	Every 10 days

3. If you have a negative account balance, you will receive half of any deposit made to your account for use in vending machines, purchasing commissary, phone cards, etc. The other half will be applied towards your negative balance until it is paid in full. If the deposit is more than the negative balance, the negative balance will be satisfied entirely, and any remaining funds will be for the inmate’s use. Any funds remaining in the account at the time of the inmate’s release from custody will be applied to the negative balance.
4. No credit is allowed.
5. Access to commissary may be restricted because of disciplinary action or for security reasons.

**Use of the vending machines is at your OWN RISK, and no refunds will be issued.**

**Any manipulation of machines is grounds for lockdown!**

## **HAIRCUTS/GROOMING:**

Inmates shall generally be permitted to receive hair care services once per month after being in custody for at least 30 days. Staff may suspend access to hair care services if an inmate appears to be a danger to him/herself or others or to the safety and security of the facility.

Inmates must sign up ahead of time on the kiosk for a haircut and will be allowed access to the clippers during the next scheduled haircut. Inmates will be expected to cut their own hair. Inmates will be allowed 10-15 minutes maximum to complete the haircut. Horseplay or any other inappropriate behavior will not be tolerated at any time.

Each inmate will be site charged \$3 for access to the clippers. Indigent inmates may request a haircut after being indigent for 120 consecutive days.

Inmates shall not cut names, numbers or other designs into their hair including mohawks, reverse mohawks, etc. Inmates who violate this condition will not be allowed access to the clippers for 90 days.

After the haircut is completed, inmates will be expected to clean up their own hair and place it in the garbage can provided. Failure to do this will result in the person not being allowed access to the clippers in the future.

Damage to any of the haircut equipment will result in the person responsible not being allowed access to the clippers in the future.

Clippers are allowed to be used ONLY to cut hair or trim their facial hair. Other personal grooming will not be allowed using the clippers.

Staff will disinfect the supplies after each inmate use.

## **INMATE PROPERTY**

The Beltrami County Adult Correction Center will not accept or store any personal property for an inmate other than the property on his/her person at the time of booking.

Nor will staff accept or store any form of contraband that include, but not limited to: tobacco products, alcohol, drugs, lighters, unauthorized prescriptions, THC or Cannabis, weapons or any items intended for the purpose to harm, tools that could be used for escape. All items will be given to arresting officer for investigation purposes or discarded in lock box prior to entry.

Beltrami County Adult Correction Center will dispose of any personal property left for a period of more than 30 days after the inmate's transfer or release.

Religious items entering the facility during the booking process may be stored by Programmers at the request of the inmate for scheduled use. All items are subject to search in a courteous and respectful manner.

**There will be no exchange of money or property between inmates while they are incarcerated in Beltrami County Adult Correction Center.**

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## MEALS

Meals are served at approximately:

Breakfast:	6:45 a.m.
Lunch:	11:45 a.m.
Supper:	4:45 p.m.

**Each** inmate is expected to pick up their own tray.

Withholding of any trays will result in immediate lockdown until the missing item(s) are accounted for.

Accumulation of perishable food items is **NOT** allowed. If you are found in violation, the items will be thrown away and you may be locked down.

## INMATE DISCIPLINE PLAN

**An inmate who violates any of the established rules may be subject to administrative disciplinary actions, and /or criminal prosecution, depending on the nature of the violation.**

1. Corrections staff will complete a 24-hour lockdown form for any minor rule violation. The inmate will be advised of the violation and directed to lockdown for the 24-hour period. If an inmate refuses to lock down further discipline will be added and changed to a major violation.
2. Corrections staff will complete an incident report for any major rule violation. Inmate(s) involved in the incident will be locked down at the time of the violation. Privileges may also be suspended pending a disciplinary hearing.
  - Corrections staff will forward the incident report to the hearing officer for review.
  - The Hearing Officer will send a Violation Notice with the alleged violation to the inmate(s) involved.
  - On the Violation Notice the inmate(s) will have the choice to waive the hearing and plead guilty OR request a hearing. The date & time of the hearing will be on the Violation Notice.
  - The disciplinary hearing may be postponed or continued for a reasonable amount of time for good cause. The inmate will be notified of any such delay.

### If a hearing is requested:

- The inmate will have the opportunity to make a statement and present evidence.
- Witnesses can also be requested on the inmate's behalf if safety and security are not compromised.
- Inmates will be expected to conduct any discussion in an orderly manner. Yelling and the use of profanity will not be tolerated and should this occur, the hearing will end. The Hearing Officer will decide based on the evidence available.

The Hearing Officer, based on all gathered information, will decide and the inmate will be advised.

All decisions of the Hearing Officer may be appealed. A written appeal should be directed to Administration within five (5) working days of the decision.

Administration will consider the appeal and render a decision within seven (7) working days. The decision of the Administrator and/or designee is FINAL.

### If a hearing is waived:

- The inmate will accept the disciplinary sanctions imposed by the Hearing Officer.
- Disciplinary sanctions are not subject to appeal if the hearing is waived.

## MINOR VIOLATIONS

Minor Violations are acts which do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate who committed the violation. Corrections staff will fill out a 24-hour Lockdown Form and inform the inmate of the violation and the penalty. Inmates may appeal sanctions for minor violations as per the Grievance Process.

### Examples of Minor Violations, but not limited to:

1. Excessive noise, loud talking, loud TV, any boisterous activity, congregating, creating a disturbance, and horseplay.
2. Failure to keep cell/bunk area clean or assist in cleaning of dayroom.
3. Linens and uniform items are to be used only for their intended purpose. All bedding shall remain on the bed in the assigned sleeping area and shall not be used for any purpose other than bedding. Bedding & linens are not to be used as curtains over doors or around bunk areas. Bedding and linens should not be hung from railings or stairs. Possession of more than initial issue of property is prohibited.
4. Failure to comply with personal cleanliness rules.
5. One meal per inmate. Taking extra food is prohibited. Accumulation of trash or perishable food items is not allowed.
6. Misuse of telephone, commissary, visitation, or program privileges.
7. Failure to return to cell while on lockdown status, after being allowed out of cell for any reason.
8. Inmates are required to be fully dressed when out of their cells, individual sleeping area, or housing area. Fully dressed means clothing covering upper and lower torso, socks, and footwear.
9. No inmate shall engage in bartering, betting, or gambling of any kind.
10. Passing items to other inmate(s) without staff permission.
11. Possession or use of another inmate's property with their permission. Allowing another inmate to use your property, with permission. This includes calling cards, calling card PIN numbers, and texting devices.
12. Intercom misuse for any reason other than emergency. If you have a question, it can be addressed on the kiosk and/or with staff during their walk through.

### Penalties for Minor Violations (may include one or more of the following):

1. Loss of commissary privileges (except personal hygiene items).
2. Loss of other privileges, such as phone, program, social visiting, etc.
3. Lockdown for not more than 24-hours.
4. Loss of goodtime.
5. Loss of inmate worker, STS, or work release status.
6. Loss of housing classification status

## **Examples of Major Violations, but not limited to:**

1. Engaging in any form of sexual harassment or sexual contact with an inmate, corrections staff, or visitor.
2. Starting or aiding in the start of any kind of fire.
3. Seizing an inmate, corrections staff, or visitor against their will for any purpose.
4. Committing any act constituting a felony, gross misdemeanor or misdemeanor under Minnesota Law, Federal Law or Local Ordinance.
5. Misuse of medication includes, but is not limited to:
  - Attempting to stockpile medication.
  - Manipulating medication pass procedures by purposely failing to swallow medication or attempting to hide medication.
  - Purposeful regurgitation of medication.
  - Failure to immediately comply with a mouth inspection.
6. Returning from STS, Huber, furlough, and DOC pass under the influence of intoxicants of any kind.
7. Removal of wristband is automatic 10-day lockdown and inmate account charged \$10

## **Penalties for Major Violations (may include one or more of the following):**

1. May be formally charged
2. Loss of one or more privileges
3. Loss of goodtime (all and/or partial)
4. Disciplinary detention
5. Loss of housing classification
6. Removal from inmate worker, STS, or work release status

## COMPLAINTS/GRIEVANCES

The Beltrami County Adult Correction Center will ensure that each inmate is allowed to report a complaint without alteration, interference, or delay. Inmates reporting a complaint will not be subject to adverse actions because of filing a grievance.

Informal resolution between inmate and staff is strongly encouraged. The formal resolution process will begin after attempts at informal resolutions have failed.

Inmates can access the grievance system using the kiosk in the housing unit. By selecting the Grievance button under the Beltrami Request section, inmates will be able to submit a grievance to the corrections staff. The issues listed below are not subject to be addressed as a grievance:

- Rules and policies
- State or local laws
- Court decisions
- Probation/parole actions

If the corrections staff is unable to resolve the grievance, the grievance will then be forwarded to the person in charge of the shift. The person in charge of the shift will have a reasonable amount of time to investigate and respond to the grievance. If there is a delay in the response, the person in charge of the shift will inform the inmate.

If the grievance involves a programming, kitchen, or medical issue, resolution of the grievance may be sought involving those personnel.

If the person in charge of the shift is unable to resolve the grievance, the grievance will be forwarded to the Assistant Administrator. The Assistant Administrator will evaluate the grievance on its merit and, if necessary, begin an investigation.

The inmate will be notified of the final disposition of the grievance within 7 working days unless an extenuating circumstance exists. If there is a delay, a notice will be sent to the inmate explaining the reason for the delay.



## **APPEALS TO GRIEVANCES**

If the inmate is not satisfied with the Assistant Administrator's response and the results of the grievance investigation, the inmate may appeal the decision. Select the Appeal button under the Beltrami Request section, explain your appeal, and it will be sent to the Administrator.

The appeal must be submitted within five (5) days of receiving the initial decision.

The appeal will be reviewed by the Administrator and or/designee.

The decision will be made within seven (7) working days.

A reply will be sent to the inmate unless an extenuating circumstance exists. If there is a delay, a notice will be sent to the inmate explaining the reason for the delay

The decision of the Administrator and/or designee is FINAL.

## 1<sup>ST</sup> FLOOR PROGRAM SCHEDULE

<b>Monday</b>	<b>GED</b> Programmer Led  0800-1100	<b>Life skills</b> Amanda Sachau/ Taylor Hartje  Every Other Monday 1400-1600	Gideon's Female Program starting June 19 <sup>th</sup> and running every other Monday
<b>Tuesday</b>	<b>GED</b> Programmer Led  0800-1100	NWICDC Female Cultural Program 1400-1500	<b>Women's Bible Study</b> Rick Molacek  1900-2100
<b>Wednesday</b>	<b>GED</b> Programmer Led  0800-1100  <b>Haircuts</b>	<b>Addictions (Women)</b> Cheryl Smith  1400-1630	
<b>Thursday</b>	<b>Bible Study (Women)</b> Pastor Jim Mucerino  1000-1100	<b>Minister visits</b> <b>One on Ones</b>  1400-1600	
<b>Friday</b>	<b>BAPR (Women)</b> Amber Whelan  0800-1100	<b>Minister visits</b> <b>One on Ones</b>  1400-1600	<b>New Beginnings</b> Duane Erickson  1900-2100
<b>Saturday</b>			
<b>Sunday</b>			

## 2<sup>nd</sup> Floor PROGRAM ROOM SCHEDULE

<b>Monday</b>	<b>GED</b> Programmer Led Basement inmates only  0800-1100	<b>Native American Cultural Teachings</b> Donald Fairbanks  1400-1500	<b>C – Block Library</b> 1900-2000  <b>D-Block Library</b> 2100-2200
<b>Tuesday</b>	<b>GED</b> Programmer Led Basement inmates only  0800-1100	<b>Group Discussion with the Chaplain</b> Duane Erickson  1400-1500	<b>207 Library</b> 1900-2000  <b>210 Library</b> 2100-2200
<b>Wednesday</b>	<b>GED</b> Programmer Led Basement inmates only  0800-1100  <b>Haircuts</b>	<b>Mens AA</b> Hal Sanders or Jeff Hill  1400-1500	<b>Bible Study (Men)</b> Reed Carlson  1900-2000
<b>Thursday</b>	<b>Fathering (Men)</b> Joe Johnson  0800-0900	<b>Gideons Bible Study</b> Robert Karbowski Every other Thursday 1400-1500  <b>Minister visits One on Ones</b>  1400-1600	
<b>Friday</b>		<b>Minister visits One on Ones</b>  1400-1600	<b>MAX blocks Library</b> During Canteen time
<b>Saturday</b>			
<b>Sunday</b>			