



CROW WING COUNTY

SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

PROFESSIONAL VISITOR ORIENTATION

Professional non-contact visits are allowed seven days a week during the hours of 7:00am to 11:00am, 12:00pm to 4:30pm and 6:30pm to 10:00pm. Professional visits that require a contact visit are by appointment only and can be scheduled by calling the jail at 218-822-7050 and speaking with the Sergeant on duty.

The normal procedure for access to the Jail Monday thru Friday 8:00am to 5:00pm is to sign in at the front desk located in the Jail lobby. Once you have signed in you may proceed to the main jail door and use the speaker next to the door to speak with jail staff. Staff will need to know which inmates(s) you wish to see and the nature of the visit. Staff will either come out to the lobby or give further directions via the speaker. If you are using the non-contact visiting room directly across from central control, staff will unlock the public side door so you may enter the visiting room. The inmate will enter from the secure side of the Jail. When your visit is concluded, notify staff via the speaker in the visiting room that you are ready to leave or ready for another inmate etc. Staff will unlock the secure side door to allow the inmate to leave the visiting room. When the inmate has left the visiting room and that door is secured, staff will unlock the public side door so you may exit the visiting room. If you have no further business in the Jail you may leave the building through the front door after stopping at the front desk to sign out of the visitor log. If you are using the visiting room located off the Judicial Center hallway, use the speaker next to the door to speak with jail staff prior to letting yourself into the visiting room. When your visit is concluded, notify staff via the speaker outside the visiting room door that you are ready to leave or ready for another inmate etc.

To access the jail after hours, weekends, and holidays, walk in the right side front door and use the speaker located on the pole in the vestibule. A jail staff member will speak to you via the speaker as soon as their activity allows. You will be asked who you are and what your purpose is at the jail. Once this information has been received you will be given information about how to proceed. Generally, you will be instructed to come into the Jail via one of the inner front doors. Once you have passed through the front vestibule into the lobby area you can use the speaker at the main door. You will be asked by staff to sign into the visitor log and the same procedure described above will be followed. Once your business is concluded in the jail you will be asked to sign out of the visitor log and you may leave the building using the front doors. If they are locked, please return to the main door and notify staff that the doors are locked using the speaker. Staff will tell you which door is unlocked and you will be let out.

Jail Division

313 Laurel Street • Brainerd, MN 56401

Phone: (218) 822-7050 • Fax: (218) 822-7057 • www.co.crow-wing.mn.us



CROW WING COUNTY

SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

For an Attorney that needs to contact your client(s) who are in custody:

- Please call the main jail phone number 218-822-7050, press 0, and your call will be answered by jail staff.
- Please identify yourself and ask that a message be given to the inmate you are trying to reach.
- The appropriate housing unit will be notified and a message will be given to the inmate to contact his/her attorney.
- Be aware that jail regulations require us to operate on a tier lockdown schedule. An inmate may be in lockdown at the time of your call. If it is an emergency, however, please alert staff of the urgent nature of the call and staff will allow the inmate out of their tier lockdown to call you back.

We request that should information come to you from your conversation that alarms you about the inmate's safety, potential for self harm or threats of harm to others, you notify Jail staff either in person or by phone as soon as reasonably possible so we may take appropriate action.

Do not give your client any items other than paper materials related to his or her case. Paperclips, staples, pens/pencils, etc. are examples of items that could be altered and used as weapons. These items, including any others not issued or purchased through Jail commissary, are considered contraband and possession of such items may result in disciplinary action or criminal charges filed against the inmate. Do not mail or deliver items for inmates. Inmates can request correspondence material through the commissary process and authorized correspondence is mailed daily Monday through Friday, excluding holidays. Do not give inmates food or drink during professional visits.

Telephone calls to attorneys and their representatives are not subject to monitoring and recording but all social calls placed by inmates are recorded and may be monitored. It is your responsibility to provide Jail staff with updated telephone information should you change your numbers or if you are new to the area. We can also verify, upon reasonable request, that your telephone number is entered in the inmate telephone system as a privileged number, meaning it is exempt from recording and monitoring and free of charge. Do not allow family members and/or friends of an inmate to communicate with a client on your business line. Calls to a privileged number are for attorney and their representative communication only.

- **The use of a cell phone or other two-way communication device is prohibited and must be left outside the secure perimeter of the jail.**
- **Family, friends and other social contacts will not be allowed in contact visiting.**
- It is the responsibility of the inmate's attorney to make arrangements for trial clothes if the inmate is scheduled for jury trial.

Jail Division
313 Laurel Street • Brainerd, MN 56401
Phone: (218) 822-7050 • Fax: (218) 822-7057 • www.co.crow-wing.mn.us



CROW WING COUNTY

SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

- Professional Visitation may be denied or restricted by the shift supervisor, Operations Lieutenant, Assistant Jail Administrator, or Jail Administrator in certain situations including:
 - Documented proof that the visitor has in the past knowingly provided or attempted to provide contraband to an inmate.
 - Search of the visitor discovers a weapon and/or apparent attempt to knowingly transfer contraband to an inmate.
 - Documented proof of past behavior that demonstrates a lack of concern for the security, safety or order of the facility.
 - There is sufficient cause to question the credentials of the person presenting her/himself as a "professional."
 - The individual to be visited is acting in a disruptive or potentially violent manner.

Please ask Jail staff on duty if you have any questions about the information contained in this document or if there are issues not covered here that you have questions/concerns about.

Please review and complete the Professional Visitor Verification & Prison Rape Elimination Act forms.

Jail Division
313 Laurel Street • Brainerd, MN 56401
Phone: (218) 822-7050 • Fax: (218) 822-7057 • www.co.crow-wing.mn.us

PREA (Prison Rape Elimination Act) & CUSTODIAL MISCONDUCT

What is PREA?

The federal Prison Rape Elimination Act (PREA) was signed into law September 2003 by President George W. Bush. Its main purpose is to protect the Eighth Amendment rights of Federal, State, and local prisoners. PREA makes the prevention of sexual assault of incarcerated persons a top priority with national standards for the detection, prevention, reduction, and punishment of sexual misconduct and sexual assaults in prisons and jails. It also increases accountability for administrators who fail to prevent, reduce, and punish such misconduct.

What is a violation of PREA and how will the Sheriff's Office respond?

Sexual contact in any form between staff and inmates is a violation of PREA. It applies to same sex, as well as opposite sex encounters. There is no such thing as consensual sex between staff and inmates.

Sexual assault/misconduct between inmates is also a PREA violation. The Crow Wing County Sheriff's Office is committed to a zero tolerance standard for the sexual misconduct or sexual assault of inmates under its authority. The Crow Wing County Sheriff's Office will aggressively respond, investigate, and support the prosecution of such misconduct.

How does this apply to me as a professional visitor?

As a professional visitor (e.g. attorney, private investigator, counselor, and children's services staff etc.) you are in a position of authority and respect similar to a staff member. As such, you can be in violation of PREA and prosecuted for Criminal Sexual Conduct in the 3rd Degree (Minn. Stat. 609.344, Subd 1(m) and/or Criminal Sexual Conduct in the 4th Degree (Minn. Stat. 609.345, Subd. 1 (m)) if you have sexual contact with an inmate. This is a serious offense that can result in prosecution and punishment as a felony. Such punishment carries a substantial prison sentence and would likely endanger any professional license.

In addition to maintaining your own high standards of behavior, you also have an obligation to act and make notification if you think an inmate is being abused by staff, other inmates, or other professional visitors. If you fail to report an incident, you may be found to have acted with deliberate indifference toward the victim's health and/or safety.

What do you do if an inmate comes to you as a victim, or with information about a victim?

Maintain your professionalism. Listen and write down the information, then report it to jail staff. You may be asked to write a report and speak with an investigator. If you do not feel safe discussing this with staff on duty, you should contact our Jail Administrator and/or the Assistant Jail Administrator. If you do not feel comfortable or safe discussing this with the Crow Wing County Sheriff's Office, then you can contact the Crow Wing County Attorney's Office which is not under the authority of the Sheriff's Office.

You are being asked to review this material and sign this form to ensure that everyone who comes in contact with inmates under the authority of the Crow Wing County Sheriff's Office are aware of PREA and its importance. Your service is greatly appreciated and this form is not meant to be accusatory or negative toward any profession. Please read and sign the following statement:

I _____ have read the above form and understand my obligation to

PLEASE PRINT

adhere to the conditions of PREA. I also understand if I have any further questions I will ask Jail staff, Jail Administrator, or Assistant Jail Administrator.

SIGNATURE _____ DATE _____

WITNESS SIGNATURE _____ DATE _____



CROW WING COUNTY

SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

RULES TO FOLLOW WHILE CONDUCTING BUSINESS AT THE CROW WING COUNTY JAIL

The following rules and information were created to instruct **professional visitors, contractors and their employees** on the proper procedures for working in the Crow Wing County Jail (CWCJ). These rules shall be adhered to at all times. Any documented violation of these rules may result in immediate work stoppage and termination of **contract**. Contractors are responsible for their employee's actions while inside and on the grounds of the CWCJ. Contractors' workers shall also agree to and sign this document before working inside the CWCJ.

What follows is a list of Do's and DON'Ts that you are required to follow at all times while working in the Crow Wing County Jail. Failure to do so may result in immediate termination.

Behavior expected of professional visitors:

1. Always maintain a respectful demeanor.
2. Do not talk to any inmates that are not assigned to work with you. It is considered polite to respond to a cordial greeting like "Good Morning" but do not stop to make conversation.
3. Never touch or hug an inmate.
4. Never bring anything into the Jail for an inmate or take anything out of the Jail for an inmate.
5. In the secure area of the Jail, never walk up behind or suddenly approach an inmate or Corrections Officer.
6. Never use any nicknames with inmates or Corrections Officers. Treat everyone with respect.
7. Contractors shall bring into the CWCJ only the tools, supplies, and equipment required to do the work assigned. Lunch boxes, drink containers, etc. shall be left outside the secured area of the jail.
8. If you are about to use an elevator/doorway and a Corrections Officer and/or inmate are also to do the same, always allow them to go first and wait for the next elevator. Do not ride an elevator with inmates unless instructed to do so by a Corrections Officer.



CROW WING COUNTY

SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

9. If you witness a disturbance, never interfere. Always do your job and allow the Corrections Officer to do theirs. Under no circumstances are you permitted to be involved in any interactions with the inmates. The Officers are there to protect you; so if you get involved in an altercation, the Corrections Officers must then protect you and themselves. Do not put the Corrections Officers in this position.
10. If provided, you are required to wear your uniform and security identification displayed visibly at all times while you are inside the CWCJ.
11. All personal items are to be left in your vehicle prior to entering the CWCJ or placed in a visitor locker if such locker is available. Do not take items such as cigarettes and lighters into the facility. Cell phones or other electronic communication devices, pocket knives and/or weapons of any kind are prohibited.
12. Never leave tools or equipment unattended while inmates are present.
13. Use only the equipment necessary and approved for your duties and wear approved safety equipment when required.
14. All tools and equipment must be kept with you at all times. Tools and equipment can be used as a weapon.
15. Prior to entering and leaving the CWCJ, conduct an inventory of tools and equipment. If anything is missing, find it! If you do not find the item, notify a Correctional Officer
16. Follow any and all instructions given to you by a Correctional Officer.
17. If told or asked to leave an area, do so immediately and do not ask questions. This is for your own safety.
18. Follow all CWCJ procedures for emergency evacuation and medical emergencies.
19. Under no circumstances are you to engage in a threat of violence with an inmate, Corrections Officers or other staff member.
20. Do not report for work under the influence of drugs or alcohol.

PREA:

The Prison Rape Elimination Act (PREA) is a federal law enacted and signed into law in 2003 for the purpose of establishing a zero tolerance standard for the incidents of rape and sexual misconduct in prisons and local jail facilities. The PREA requires that prevention of prison rape and sexual misconduct will be a top priority in prisons, police lock-ups, local jails, and juvenile detention facilities. It requires the development and implementation of national standards for the detection, prevention, reduction, and punishment of prison rape and sexual misconduct. You are required to report any witnessed violations of PREA.

Jail Division
313 Laurel Street • Brainerd, MN 56401
Phone: (218) 822-7050 • Fax: (218) 822-7057 • www.co.crow-wing.mn.us



CROW WING COUNTY

SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

General Behavior:

Generally, a jail/correctional facility is a safe place to work. However, at times a jail/correctional facility can be a dangerous place. These instructions are for your protection and are to be followed while working inside the Jail. Always remember that this is a jail and you can never 100% anticipate the actions of inmates.

In the event that you identify an inmate that you have known prior to working in the Jail, do not make any attempt to acknowledge the individual. If they say "hello" to your first, acknowledge them but do not engage in any casual conversation. This policy does not require contractors to be rude, a simple acknowledgement in response to a greeting from an inmate shall not be a violation of this policy; however, no further conversation or contact is permitted. Immediately notify a Jail staff member.

Clothing and/or safety attire that has wording/graphics that is sexually suggestive, drug or alcohol related, insulting, vulgar, which depicts violence, gang membership related, or ridicules a particular person or group is prohibited.

Do not touch anything that is not yours. Under no circumstances are you permitted to leave the Jail with property not owned/belonging to you or your company. This includes anything found in the garbage (i.e. soda cans, paper rolls, food and literature) or anywhere in the CWCI. If you do not come to work with it, you do not go home with it!

Acknowledgement:

I have read these rules and procedures and understand that failure on my part to follow all rules regarding working inside the Crow Wing County Jail may result the termination of my contract.

Please complete and sign the Professional Visitor Verification form.



CROW WING COUNTY SHERIFF'S OFFICE

Office of
Todd Dahl, Sheriff

PROFESSIONAL VISITOR VERIFICATION

Please Complete Entire Form and Print Legibly

Name:		Date of Birth: / /	
Job Title:			
Capacity: <input type="checkbox"/> Attorney <input type="checkbox"/> Court <input type="checkbox"/> Interpreter <input type="checkbox"/> Mental Health <input type="checkbox"/> Private Investigator <input type="checkbox"/> Religious <input type="checkbox"/> CWC Employee <input type="checkbox"/> Probation <input type="checkbox"/> Other: _____			
Professional ID# (MN Bar, etc.) #		Expiration Date: / /	
Employer/Agency/Religious Institution:		Business Phone:	
Business Address: Street	City	State	Zip Code
Email:			

Acknowledgement:

I _____ have read, understand and agree to abide by the information in the following documents:

- PREA
- Professional Visitor Orientation
- Rules to Follow while Conducting Business at Crow Wing County Jail

You will also need to provide us with your Driver's License and Business Credential.

Professional Visitor Signature:	Date:	Jail Staff Witness:	Date:
---------------------------------	-------	---------------------	-------

<p>Staff Use Only:</p> <p><input type="checkbox"/> Driver's License <input type="checkbox"/> Business Credential <input type="checkbox"/> PREA</p> <p><input type="checkbox"/> CWC Employee ID Badge <input type="checkbox"/> CCH <input type="checkbox"/> Fingerprinting</p> <p><input type="checkbox"/> Name Added to Prof Visitor Roster <input type="checkbox"/> Security Awareness</p> <p>Run by: Staff _____ Date: _____</p>	<p>Approved: <input type="checkbox"/> Yes <input type="checkbox"/> Denied</p> <p>Notes:</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------