

Mission Statement

The Mission of the Rolette County Law Enforcement Center (RCLEC) is to protect the public by maintaining proper custody of the offenders awaiting trial or sentenced by the courts, to provide a safe and healthy environment for staff and inmates.

Policy

To provide each inmate with an understanding of the standards by which he/she is to govern him/herself and by which his/her conduct will be measured.

Purpose

The purpose of this handbook is to establish inmates' rules and regulations for those inmates in the custody of the Rolette County LEC. These rules and regulations are intended to insure safe custody, decent living conditions and fair treatment for all inmates. We have tried to cover all of the pertinent rules within this handbook. However, if a rule is not specifically listed, you need to follow the orders of the Correctional Officers (CO's) at all times. These rules are subject to change and/or modification at any time without notice.

Introduction

You are now in the custody of the Rolette County Law Enforcement Center. The facility address is 16 1st ST SW., PO Box 447, Rolla, ND 58367. The phone number is 701-477-5623 and fax at 701-477-3484. This booklet will serve to inform you of the rules and regulations of this facility. You are advised to read, understand and follow these instructions. **If you are unable to read or understand the contents of this handbook, it is your responsibility to ask a staff member for assistance.**

Violations of the rules and regulations herein may result in disciplinary action being taken by the proper authorities. The Rolette County Jail administrator or any designee under the Jail Administrator will have this authority.

This manual is considered your property and is not to be destroyed. A copy of the inmate handbook will also be made available on the kiosks that are in each pod.

Inmates Right and Responsibilities

It is our goal to ensure that inmate discipline is maintained in accordance with the correctional objectives of the facility. The focus is on the individual inmate adjustment to reasonable behavior standards and the general welfare and safety of the facility community for both inmates and staff. In view of the above stated policy, we want to advise you of the rights and responsibilities of inmates, acts prohibited for inmates, and penalties for such actions. All inmates' rights are subject to limitations and restrictions that are necessary for the safety and security of the facility, staff, and inmates and for the orderly administration of the facility.

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the responsibility to treat others, both staff and inmates, in the same manner.
3. You have the right to be informed of the rules and procedures concerning the operation of the institution.
4. You have the responsibility to know and abide by the rules and procedures. Any questions should be directed to the correctional staff.
5. You have the right to freedom of religious affiliation and worship.
6. You have the responsibility to recognize and respect the rights of others in this regard.
7. You have the right to adequate healthcare, which includes; meals, bedding, clothing, and an opportunity to provide for your personal hygiene, cleanliness, exercise and a health appraisal.

8. You have the responsibility to not waste or hoard food, to maintain your clothing, to keep your living quarters clean, and to properly maintain your personal health and hygiene to socially accepted standards.
9. You have the right to reasonable and confidential access to the courts and your attorney on matters such as the legality of your conviction, pending criminal cases and to conditions of your confinement.

You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

General Information

Correctional Officers (CO's) and Staff

Be mindful of the fact that there may be both male and female Correctional Officers, Staff, and Volunteers present on every shift.

Personal Property

Inmate's clothes, money, and other valuables will be kept onsite until their release. Inmates' property may be released to visitors only upon their signing a "**Property Release**" form authorizing RCLEC staff to release it.

Prison Rape Elimination Act (PREA)

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. Rolette County Jail fully supports the guide lines set forth in this law and remains committed to a zero-tolerance policy against sexual violence. While you are incarcerated, no one, neither inmate nor staff member, has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual harassment, sexual assault, or pressure to engage in unwanted sexual behavior, regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, bisexual, or gender non-conforming, you have the right to be safe from unwanted advances and acts.

What to do if you are victimized – report the incident immediately to staff. Staff will immediately protect you from the assailant and will refer you for a medical exam. You do not have to name those involved; however, the more specific your information, the easier it is for staff to help you. You will receive protection whether or not you have identified your attacker or agreed to testify against them. Even though you may want to clean up, it is important to see medical staff before you shower, wash, drink, eat, change clothing or use the bathroom. Medical staff will examine you for injuries. They can also check for sexually transmitted diseases.

How to report an incident – You are encouraged to report allegations to a CO, or any other staff member you are comfortable with.

**For External Reporting Entity contact:
The Bottineau County Sheriff's Department
314 5th Street East
Bottineau ND 8318
(701) 228-2740**

A letter to the Bottineau County Sheriff's Department does not need a return name or a stamp and will not be opened prior to mailing. You can also place a free, unrecorded call to them. This resource is

located outside of the Rolette County Law Enforcement Center, and you can remain anonymous from the Rolette County Administration upon request to them.

You may also report internally, or by mail to an entity such as the **State's Attorney Office (701) 477-3169**. RCLEC allows for inmates to report sexual abuse or sexual harassment to a state entity or office that is not a part of the Correctional Facility in the following ways:

**North Dakota Department of Corrections
Central Office
PO Box 1898
3100 Railroad Ave
Bismarck, ND 58502**

Or

**Bureau of Criminal Investigation BCI
PO Box 1348
Minot, ND 58502**

Sexual Abuse/Harassment Complaints – There is no imposed time limit when an inmate may submit a grievance or complaint regarding an allegation of sexual abuse. Inmates are not required to use informal resolution with staff regarding an alleged incident of sexual abuse.

Victim Support Services- For Emotional Support Services contact:

**Family Crisis Center, 509 Main Street, Bottineau, ND 58318 (701) 228-2028
Domestic Violence Crisis Center, PO Box 881, Minot ND 58702 (701) 852-2258
National Sexual Assault Hotline- 1-800-656-4673**

Seeking Medical Help – Although it may be difficult, it is important that you do not shower after the incident. Showering may wash off hair, or body fluids that are crucial evidence. Bring the clothes and underwear you had on at the time of the incident with you to the medical exam. A medical professional will perform a medical examination to obtain samples or document existence of physical evidence. The exam will be conducted privately and professionally, and will be provided at no cost.

Once Reported – the North Dakota Bureau of Criminal Investigations will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are filed, you may be asked to testify during the criminal proceedings.

Guidelines to follow:

- Staff will protect you from the assailant.
- Staff or inmates who engage in sexual abuse/harassment or battery of inmates will be investigated, and if found guilty, will be subject to a full range of criminal and administrative sanctions.
- Any sexual acts between inmates and staff (even when no objections are raised) are always illegal and will be prosecuted to the fullest extent of the law.
- To avoid sexual abuse, carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others, most come with strings attached to them.

- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable enough to voice your concerns.
- Be alert. Do not use contraband substances such as drugs. These weaken your ability to stay alert and make good judgement.
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like educational, self-help, or religious programs.
- Trust your instincts. If you sense a situation may be dangerous, it probably is. If you fear for your safety, report your concerns.

Sexual abuse is a serious crime. The Rolette County Sheriff's Office will investigate all reported incidents of sexual abuse/harassment. If you are a victim, **REPORT IT IMMEDIATELY. Staff will protect you from the aggressor.**

Sexual abuse of an inmate, detainee, or resident **by another inmate, detainee, or resident:** includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate, detainee, or resident **by a staff member, contractor, or volunteer:** includes any of the following acts, with or without consent of the inmate, detainee, or resident:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section;
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
8. Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment:

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Money and Indigent Status

Money: At the time of admission, any paper money (bills only) that you had on your person at booking was deposited into the Turnkey System for your use to purchase commissary items. During intake, you will be issued a Turnkey Corrections account number and pin which allows you to access your funds by using the kiosks provided. Please ensure that this pin is kept in a safe place and NEVER give it to another inmate.

Indigent Status: If an inmate has a balance of less than \$1.00 (one dollar) in their possession when they are booked in, they will be considered indigent. The RCLEC will help inmates with basic living needs if they are financially unable to provide for their own needs. Indigent status granted by this policy does not mean inmates are indigent in the eyes of the court.

Commissary

There will be commissary available for inmates that have funds in their Turnkey account. Ordered items will be distributed twice a week as they are received.

Housing

You have been assigned a housing unit based upon information gathered at intake. This may mean that your housing unit may/will change. Your housing unit could also change based upon your behavior and the need to maintain safety and security at the RCLEC. Once issued a bed by RCLEC staff, you will need to remain in that assigned unit, unless RCLEC staff reassigns you.

Television

Television is only allowed in the dayrooms of the living units. The television volume shall be kept at a level that does not disturb the rest of the RCLEC population. Corrections Staff will control the volume of the televisions at all times. Televisions may/shall be turned off at any time the cell block is disruptive or non-compliant with rules and regulations. **Televisions are a privilege, not a right.**

Head Count and Lockdown

❖ **Counts:** The CO's will conduct routine head counts to account for all inmates incarcerated in the RCLEC. When a head count is conducted in a cell block, CO's will announce that inmate count procedures are in effect. There will be no inmate movement. At least one of the counts conducted in a 24-hour period will be a "stand up" count, which requires that each inmate physically stand until the count is completed. When conducting checks at night, the CO's will use a flashlight judiciously. Under no circumstances are inmates to assist with counts. Any inmate who causes count interruptions during a count may receive a disciplinary report. Formal counts shall be conducted at the following times:

- ◆ **1st Formal Count – 7:00 a.m.**
- ◆ **Standing Count – 1:00 p.m.**
- ◆ **2nd Formal Count – 7:00 p.m.**

Lockdowns:

Night Lockdown-Lights out and lockdown is at 10:00 p.m. Inmates will be required to return to their assigned cell and televisions turned off.

Shift Lockdown- This process is designed as a prompt and reasonable manner of preventing escalation of a disciplinary incident. A CO may lock you down in your assigned cell for the remainder of the current shift and this may include part or the entire next shift, with approval of the shift supervisor or Jail Administrator.

In Case of an Emergency

In case of an emergency that requires inmates to be moved from one area to another, it is **VERY** important for everyone’s safety to follow the instructions of the CO’s. There will be a general announcement of emergency and a head count will be done. Inmates are to line up as directed by the CO’s, and will be guided to a safe area. Again, it is vital that every inmate follow the CO’s instructions so emergency movement or evacuation can be done quickly and safely.

Medical and Dental Regulations

Smoking and Tobacco Products: All smoking and tobacco products and devices are prohibited at RCLEC. Possession or use of these products is a B Misdemeanor and inmate may be formally charged.

Dental: Only inmates in need of EMERGENCY dental care will be considered for referral. If an inmate needs emergency dental care, he/she shall submit a request to medical staff. The RCLEC Nurse or designee will determine if a referral to a dentist is appropriate.

Medical: A physical assessment and limited exam will be conducted within fourteen (14) days of your first day of incarceration.

Requests for assistance from health services must be sought by completing a medical request. If the complaint is an emergency, notify a CO. In accordance with NDCC 12-44.1-33, medical co-pays will be charged against the inmate’s personal account. Fees for medical services are as follows:

Nurse Call (after initial health Appraisal)	\$10.00
Dental visits	total cost of services
Prescriptions	total cost of prescriptions
Pregnancy testing	\$10.00

- No fees will be charged if the inmate is classified as indigent.
- No inmate will be refused medical services due to inability to pay.
- Prescription medication that is with them at the time of booking will be logged and dispensed per directions. No expired medication will be allowed.
- Non-prescription medications and medications to treat conditions that are not health hazardous must be purchased by the inmates. Commissary has a variety of over-the-counter medications available for purchase.
- Prior to any free provision of supplies or over-the-counter medications, an inmate must be indigent as per the indigent policy mentioned before.
- Any misuse or misappropriation of medication will result in medication orders being discontinued.

- Inmates must comply with requests for mouth checks after medication administration. Inmates failing to come to the door during medication pass will be considered a refusal of medication. It is the inmate's responsibility to be ready for medication times.

Communicable Diseases: Inmates are asked medical questions on admission to identify potential contagious diseases. If there is a possible health risk, you may be placed in isolation until proven not to have a communicable disease.

Medical Tests: Testing for HIV (AIDS) is required under North Dakota law, on any CONVICTED inmate that is in the facility 15 days or more, unless a record of completion at a previous facility is available. Tuberculosis testing is completed on any inmate in custody 14 days or more. Any inmate requesting repeat testing will be required to pay for the testing. Sexual activity among inmates is prohibited. Sharing items such as toothbrushes, razors, sporks, or drinking cups is not allowed as sharing of personal items promotes the spread of communicable disease. Tattooing is also prohibited to prevent the spread of disease.

Staying Healthy in Jail: The best way to protect yourself from disease and infection; is to wash your hands as often as possible. Most germs are spread due to lack of good personal hygiene, especially hand washing. Always wash your hands before eating. Drink as much water as you can. Staying hydrated will also help you to stay healthy while you are here. Submit a medical request if you see any signs of infection or irritation (redness, pain, itching, and/or swelling) on your skin or anywhere else on your body.

Meals

Inmates will be offered three meals per day. Approximate times are as follows:

Breakfast	7:00 a.m.
Lunch	12:00 p.m.
Supper	5:00 p.m.

- All meals will be served in an organized manner. The CO will instruct inmates on the procedure.
- Inmates will be given approximately twenty (20) minutes of dining time for each meal.
- When inmates are finished with their meal, they will leave their trays stacked neatly by the door.
- Inmates will not be allowed to accept trays for other inmates, trade, or share meals with other inmates.
- Inmates are not allowed to save food; all food must be eaten or thrown out.

Inmates requiring a special diet that is prescribed by a doctor will need to fill out a medical request. Special diets for religious reasons will be accommodated by completion of an inmate request form addressed to the supervisor on duty specifying the inmate's religion. Religious dietary restriction requests will be verified prior to approval.

Razors

- CO's will announce that razors are available Wednesdays and Saturdays. Unless an inmate's behavior or other factors indicate that such availability constitutes a threat to safety and/or security.
- Razors will not be available at any other time.
- An inmate may only use their own issued razor.
- Both the razor and safety cover must be returned to the CO to be inspected.
- Razors will be collected after every shave.

- If an inmate loses or damages their razor, it may lead to disciplinary action.

Personal Hygiene:

- Inmates are responsible to maintain their own personal hygiene. This includes routine washing, showering, and providing clothing and linen to CO for laundering.
- Hygiene products will be made available to all inmates.
- Stocking piling of provided hygiene products will not be allowed.
- Toothbrush and toothpaste will be distributed at booking and as needed thereafter.
- The Jail Administrator shall make available to an inmate hair care services which comply with applicable health and sanitation requirements.
 - Hair Cuts will be made available to inmates second Wednesday of every month upon request by a licensed barber/beautician.
 - It will be the inmate's responsibility to pay for the haircut.
- If inmates prefer to cut their own hair or have an inmate barber cut their hair at no cost, clippers will be made available to each pod on Sunday, unless otherwise approved by Jail Administrator.
 - Haircuts, facial hair, or eyebrows that provide identification or affiliation with security threat groups are prohibited and you will be required to change, modify, or remove any features that identify you with a security threat group.
 - Where practicable, hair is to be cut in a room or rooms specifically designated for that purpose. A multi-purpose area may be used where this is not practicable.
 - Hair cutting shall be done in an area that permits observation by staff. Equipment must to be stored securely when not in use.
 - A current inventory of hair cutting equipment shall be maintained before and after using.
 - The inmate barber provides haircuts at no cost. Hair must be clean and you will be allowed to utilize clippers once per month, unless specifically requested prior to court appearance.
 - Haircuts are not allowed while on restriction to quarters or loss of afternoon recreation.
 - Shaving of body hair, pubic hair, or underarm hair is not permitted with clippers.
 - Correction Officer will sanitize clippers after each use, noting time, date, sanitation of clippers and container, and CO name on inventory sheet. Inventory sheet is to be returned to Jail Administrator upon completion.

Dress Code

All uniforms must be worn in the appropriate manner (right side out, pant legs and sleeves unrolled, proper size, pants pulled up to waist with no undergarments showing).

- Nothing is to be worn on any inmate's head.
- T-shirts/uniform tops and pants must be worn when outside your cell.
- While sleeping, inmates must wear, at a minimum, underwear and t-shirt.
- It is the inmate's responsibility to take care of their clothing and bedding.

Clothing/Linen

To maintain the personal health and hygiene of inmates at the RCLEC, inmates will be issued clean clothing, linen and personal hygiene items before transferring to the general population.

1. At booking, inmates will be issued one (1) complete uniform, one (1) pair of sandals, one (1) towel, 2 (2) wash clothes, one (1) blanket, and one (1) sheet, undergarments as needed.
2. Blankets and sheets will be exchanged once a week according to the linen exchange schedule. This will be done by exchanging on a one for one basis. During linen exchange, all inmates must shake out every piece of dirty linen when placing it in the laundry bin. This allows the CO to inspect it for damage.

3. Uniforms and towels issued will be maintained by the inmate for the duration of their stay. Laundry services for these items and any personal items the inmate would like washed will be provided twice a week according to the laundry schedule.
4. Personal undergarments are available for purchase through the commissary and if inmate is found to be indigent, undergarments will be provided.
5. On the scheduled uniform/towel/personals laundry days:
 - a. Each inmate will be issued a laundry bag on laundry day upon booking.
 - b. The inmates will put all items they would like washed into the bag and the bag placed in the laundry cart.
 - c. RCLEC staff will change out uniforms on Wednesday's and Saturday's.
 - d. All items will be washed and returned in a timely manner.
 - e. Any clothing that is sent to or returned from laundry may be checked for contraband, including shaking items out before they are returned.
 - f. Use of the laundry service is at the inmate's own risk; RCLEC is not responsible for lost or damaged items.
6. Inmates will be allowed to replace their uniform or towel on Wednesday's and Saturday's. If an inmate destroys or alters his/her uniform or towel in any way, the inmate may be held liable for the replacement cost.
7. Under no circumstances can anything be hung on the bunks, or anywhere else in the cell, except the towel racks.
8. Inmates are only allowed to have two (2) white T-shirts, two (2) pair of under garments and two (2) pairs of socks in the living area at a time. All personal items must be able to fit in the tote assigned at booking time

Recreation

- ❖ Inmates will be allowed one hour of recreation per day. This recreation will be allowed in the dayroom area or the indoor recreation area.
- ❖ **Recreation will be offered at the following times daily:**
 - Pod A – 3:00 p.m.
 - Pod B – 4:00 p.m.
 - Pod C – 7:00 p.m.
 - Pod D – 8:00 p.m.

Religious Services

Religious services and bible study will be conducted as available by volunteers. Opportunities for religious activities are open to the entire inmate population. Soft cover bibles will be available with the library books, but at times these may be unavailable as we only have materials that are donated to pass out.

Visitation

Visiting is a privilege that can be suspended or revoked as a disciplinary measure, or when the security of the jail so requires. Each inmate will be allowed visits from Clergy, Legal Counsel, Probation Officers, family members, and those persons approved by the RCLEC administration. The types of visitations are as follows: Contact visits, non-contact visits, and Video visitation.

Contact Visitation: Will be granted only for special circumstances to be determined by the Jail Administrator. A visit where there are no physical barriers between the inmate and the visitor. All such visits will be conducted in the contact visitation room. Anyone entering the secure area of the facility must sign in. All visitors will be documented in the jail management software program.

1. Contact visitation will not exceed 15 minutes.
2. No visitor will bring in any items into the visitation. Visitors will be subject to a clothed pat search before and after all contact visitations. If the visitor refuses to have the clothed pat search performed, they will be denied access into RCLEC.
3. The inmate must make a written request to the Jail Administrator indicating the name and relationship of the visitor and the nature of the special circumstance.
4. Visitations will be limited to four family members to include children.
5. Family members are grandparents, mother, father, sister, brother, wife/husband, and/or children.
6. Inmate making the request must be serving a sentenced amount of time.
7. A copy of the marriage license or a child's birth certificate may be required prior to a visitation being approved.
8. Visitors will be required to have a picture ID.
9. Any individual that has been or is a victim of the inmate will not be permitted to have a contact visit.
10. Contact visitation between an inmate and clergy, legal counsel and Probation Officer is mandatory; however, this may be left up to the discretion of the visitor. Any visitation may be restricted to reasonable hours.
11. Upon completion of the visit, the CO shall escort the visitor out of the secure area of the facility. If the inmate doesn't have additional visitors, they can be taken back to his/her cell, a clothed pat search and/or unclothed search of the inmate will be conducted for contraband.

Non-Contact Visitation: A visit where no contact is permitted between the inmate and the visitor. All such visits will be held in the designated non- contact visitation area.

1. Inmates must first serve five (5) days before being eligible for a visit.
2. Visitors must sign in on sheet provided in Lobby on day of visitation.
3. A records check shall be run on any person requesting visitation.
4. Visitation hours will be posted in all unit/living areas, as well as Lobby and Rolette County Website.
5. Upon arrival all visitors will provide photo ID to the CO. The CO will direct them to the visitation area and document their name date and time of visit.
6. All visitors may be subject to search if there is reason to believe that he/she is attempting to disrupt the security and safety of the facility by the introduction of contraband.
7. RCLEC staff will not deny an inmate's right to visit unless such visit would threaten jail security, endanger safety of inmates, visitors, or staff or inmate has lost his/her visiting privilege.
8. If visitation is denied, the CO will give notice to the inmate of the visitor's name, and reason for denial of the visit.
9. Any person believed to be under the influence of an intoxicant, or narcotic, will be denied visitation and may be denied future visitation, if deemed appropriate.
10. Inmates incarcerated at the RCLEC will not be allowed to visit another inmate unless approved by the RCLEC Sheriff or Jail Administrator.
11. A disturbance in any visitation area will be cause to discontinue all visits for that day.
12. Any persons causing a disturbance during visitation will be removed from the visitation list and may be banned from any future visits.
13. Visitors will not be allowed to bring any items into visitation except for ID and vehicle keys.
14. Any request for visitation, aside from scheduled hours, must be approved by the Sheriff or Jail Administrator.
15. Visitations shall not exceed (15) minutes and limited to one visit per day, unless approved by Shift Supervisor.

Visitation hours at RCLEC are as follows:

Sunday – 8:00 a.m. to 6:00 p.m.

- RCLEC may prohibit any visitor, including attorneys, from bringing any wireless electronic communications or recording device including a cellular phone, laptop computer, or digital or electronic notepad, into a correctional facility.
- Correctional staff may search an attorney's portfolio or brief case for contraband, but may not read any legal materials.
- Any actions of a sexual nature are prohibited and cause for immediate termination of the visit.
- All visiting juveniles must be accompanied by a person over the age of 18.

Telephone

- The telephones will be turned on after morning inspections are completed and all cleaning has been done satisfactorily.
- Telephones will be turned off during lockdown times and may be turned off at other times at the discretion of the CO or supervisor on duty.
- Phone calls may be made using your Turnkey Account or by placing a collect call.
- The CO's on shift may limit outgoing calls to ensure that all inmates have access to the telephones.
- All phone calls may be monitored and/or recorded by the RCLEC staff or law enforcement. Any inmate who uses the telephone to attempt, facilitate, or commit a new offense will have phone privileges denied, except for those to his/her attorney.
- Abuse of phone equipment, monopolization of phones, or inappropriate language while on the phone will result in disciplinary actions.

Prohibited Calls: Inmates are prohibited from placing telephone calls to the following:

- Current employees of the RCLEC.
- Current employees of Federal, State, and local Criminal Justice agencies, including, but not limited to police agencies, Federal and State or local Correctional agencies.
- Jurors involved in the conviction of the inmate and their families.
- Judges involved in the conviction or indictment of the inmate and their families.
- The residence of a victim of the crime(s) or witnesses for which the inmate has been convicted, or, is presently under indictment, or under investigation, unless prior written authorization has been received from the Jail Administrator. The same applies even if immediate family members maintain the same residence.
- The inmate's child or children, if the child or children is a victim of crimes(s) for which the inmate has been convicted or is presently under indictment or investigation.
- The residence of the victim(s) of the parole revocation for which the inmate has been returned to custody.
- To the telephone number of any person listed on a protection order from the court, which prohibits telephone communication by phone with another person at that same number.
- To inmates of other Federal, State, County, or local correctional facilities.
- To order goods or services from private vendors or to conduct business related to criminal activities.
- To unrelated minor persons under 18 years of age, who are unrelated to the inmate, without the written approval of the minors' parent(s) or legal guardian(s). The legal parent or guardian must forward a letter to the Sheriff/Jail Administrator granting such approval before telephone calls can take place.
- Three-way calls, transferring calls, call forwarding, credit card calls, or 1-900 calls.
- Obscenity, profanity, threatening, yelling, intimidation, harassing and court ordered no contact calls will result in the inmate losing their telephone privileges, and possible criminal prosecution.

DAMAGE TO THE TELEPHONE EQUIPMENT IS A CRIMINAL CHARGE!

Mail

- Mail will be received and mailed Monday-Friday, excluding holidays.
- There is no limit to the number of letters that an inmate can receive. Incoming mail and all enclosures are inspected for contraband. Letters that have lipstick, perfume, drawings on the envelopes and/or items other than postage and addresses may not be accepted.
- All incoming mail must have a return address. Inmates will be notified of any rejection of unacceptable material and it will be placed in their property.
- Incoming legal mail from the court and attorneys may be opened by the CO in the inmates' presence. The CO will complete a contraband check of the mail and remove any paperclips, staples, etc. Inmate will sign that they received legal mail.
- All outgoing mail will be inspected, with the exception of legal mail. If you are sending out legal mail, be sure to note this on the envelope and seal it. For all other outgoing mail, inmates may not seal envelopes prior to inspection. Envelopes must have a proper return address and the addressee clearly written. No other writing or drawn pictures shall be on envelopes.
- Inmates will be allowed two (2) outgoing letters per week at no cost. This does not include excess postage letters or packages. Any other items mailed out will be at the expense of the inmate.
- Inmates shall not include correspondence from other inmates with their correspondence nor include correspondence intended for any person other than the addressed party.
- Mail to/from inmates in another correctional facility is not allowed, unless preapproved by both facilities.
- All sexually explicit mail or publications are prohibited.
- Stamps and envelopes are not allowed to be mailed in from friends and/or family members.
- Personal checks and cash mailed from friends/family will not be allowed.
- **Incoming or outgoing mail that is determined to have reference to or includes information about other inmates or staff members or breaking any facility rules will be denied. Correspondence referencing breaking State or Federal laws will be turned over to the proper law enforcement for use in criminal processing against the writer(s)**
- Inmates will be allowed to receive packages at RCLEC from friends or family that contain approved items. Books need to come directly to the inmate from the publisher. Inmates will not be able to mail out packages.

Inmate Property-Allowed

- Two (2) pairs of underwear and two (2) pairs of socks, will be exchanged as needed.
- Two (2) white plain tee shirts (furnished by inmate from commissary), will be exchanged as needed.
- One each: toothbrush, tube of toothpaste, drinking cup, and Spork.
- Legal paperwork (reasonable amount only or you will need to send it out at your expense.)
- Three (3) paperback books or magazines, one (1) bible, ten (10) photographs. (Books and magazines must be mailed to jail facility directly from manufacturer. They cannot be brought to the jail by family.)
- You may keep the following facility property in your cell: One (1) mattress, one (1) blanket, one (1) sheet, one (1) towel, two (2) wash clothes, and one (1) storage tote.
- All inmate property must fit in your storage tote provided at booking, any property that does not fit in your issued tote will be placed into your personal property and returned at release.

Due to lack of storage space, we will not hold excess items in storage.

Inmate Property-Release Of

1. Inmates may release property and/or funds by completing a property release form.
2. All funds released will be in the form of a check.
3. Anyone picking up property or funds must have a valid picture ID.
4. Any property left at the facility for more than thirty (30) days after an inmate's release will be disposed of as unclaimed property.
5. The following list of property is the only property that will be accepted once an inmate has been booked into the facility:
 - Medications
 - Medical equipment
 - One (1) set of clothing (for jury trials only)
 - Legal papers
 - Money
 - ID cards
 - Seasonal clothing (such as coats) and approved work release items.
6. Cash may be deposited into an inmate's account via the kiosk located in the RCLEC lobby. Credit card deposits may be made at the kiosk or online at inmate Canteen.
7. Money will not be transferred from one inmate's account to another inmate's account by any person.

Staff and Inmate Relations

Correctional staff and civilian staff are required to maintain a professional demeanor when dealing with inmates. All inmates are required to conduct themselves in the same manner with the staff. If a problem arises between correctional staff and/or a civilian staff with an inmate, the inmate should not continue to initiate a confrontation with the CO, or get belligerent.

The inmate should write a grievance or complaint specifically describing the events. This should include all of the relevant information such as all individuals that were involved, any witnesses, time and date of the incident. If a complaint is found to be true, disciplinary action can result against the correctional or civilian staff involved. Likewise, all inmates will be held accountable for their actions, as well as the making of a false report. At no time will any inmate solicit personal favors from the correctional or civilian staff that exceed the normal scope of member's duty. Doing so will result in disciplinary action. All correctional staff and civilian staff are strictly prohibited from having any form of personal relationship with an inmate while the inmate is in custody.

Complaints and Grievances: All inmates have access to a complaint/grievance procedure. A grievance is defined as an issue personally affecting an inmate in the areas of health, welfare, or services of the jail. Inmates who have complaints concerning their conditions of confinement, facility policies, Constitutional, Civil or Statutory procedures, unsafe or unsanitary living conditions, courts, laundry, programs, property, food services, medical treatment given, or about a CO, will be afforded the opportunity to register a complaint. RCLEC staff will not take any negative action against any inmate that files a complaint/grievance.

Every attempt will be made at the Officer level to resolve the complaint. Complaints must be filed within 3 days of the incident/issue. In the event of emergencies, or if extenuating circumstances arise, the inmate shall have an additional 2 (two) days, for a total of 5 (five) days from the date of the incident/issue, to file a complaint or grievance.

Inmates have access to a grievance procedure after submitting a complaint that they feel has not been resolved.

- Each person must submit their own grievance/complaint.

Inmate must first try to resolve the grievance with the Jail Staff. If the grievance cannot be resolved, inmate will submit a written grievance via Turnkey kiosk. A supervisor shall render a decision regarding disposition of the grievance and retain documentation of the disposition.

Inmate may appeal the grievance decision by submitting another grievance within 24 hours of receiving the written response. The Jail Administrator will review the appeal and make a final decision which will be given to the inmate via Turnkey.

No complaint or grievances will be accepted if it contains obscene or offensive language or sexual connotation that does not apply to the matter being grieved. Inmates who file multiple or frivolous grievances in a short time period shall be warned via Turnkey. In the event an inmate continues to file excessive grievances after the warning, Jail Administration may limit grievances filed by the inmate. Abuse or misuse may result in termination of the process and possible disciplinary action. If an inmate demonstrates a pattern of abusing the grievance policy, the Administrator shall notify the inmate via Turnkey, that such actions are creating an administrative burden, at the expense of legitimate complaints. Future grievances demonstrating this pattern of continued abuse shall be logged, and returned to the inmate with the issue unanswered. An explanation will be entered into the log and on the grievance as to why it is being returned.

Abuse or misuse of the Grievance Procedure includes, but are not limited to the following:

- Providing false or inaccurate information
- Using grievances to harass staff or other inmates
- Using the grievance process to disrupt operations
- Using unnecessary abusive, obscene or degrading words in the grievance
- Filing frivolous grievances (those without merit or basis in fact)
- Filing additional grievances for the same complaint while an investigation is ongoing
- Repeated submission of the same complaint after a final response has been received

The following areas cannot be grieved under the grievance system of the Rolette County LEC:

- Policies, rules, regulations and procedures of the RCLEC
- Group grievances or grievances submitted on behalf of others
- Sanctions as a result of disciplinary action (refer to disciplinary appeals)
- Federal, State or Local statutes
- Court decisions or decisions of an inmate's attorney
- Any matter over which the RCLEC has no control (for example parole/probation decisions, sentences, loss of mail by the postal service etc.)
- Routine administrative transfers of inmates from different areas to facilitate ease of facility operations

Rules, Regulations and Discipline

Any conduct which is unlawful outside the facility is also prohibited within the facility. In addition, you are expected to conduct yourself in a manner that is governed by the rules of common sense and decency, and to show proper respect to all staff members, volunteers and your fellow inmates.

In addition to the rules and regulations of the facility, all inmates are subject to prosecution for violating laws established by the North Dakota Century Code.

The following rules will be enforced:

1. Cooperation with RCLEC staff is required. Inmates must comply with orders and requests of staff promptly and as directed.
2. Inmates must not attempt to distract the CO.
3. Inmates must not show disrespect for any member of RCLEC staff.
4. Inmates are not to place their hands-on staff for any reason.
5. Striking, wounding, or assaulting of a staff member or inmate will be punishable in accordance with disciplinary guidelines, and could lead to criminal charges.
6. Inmates are not allowed to place their hands-on other inmates for any reason. This includes, but is not limited to; striking, pushing, assaulting, horseplay, or rough-housing.
7. Each inmate is assigned to a cell; inmates are not allowed in another inmate's cell or living space.
8. Communication between male and female inmates is prohibited. This includes signing and speaking through the vents or doors, as a way to communicate.
9. When count is announced, you are to go directly to your cell. Failure to do so will result in disciplinary action. You will remain in your cell until count is complete. COs are required to see living/breathing person during counts, so this may interrupt your sleep patterns. The formal count(s) shall be conducted at a minimum of three times within a 24-hour period, determined by the Administration. Counts shall be scheduled to achieve full accountability with minimal interference with daily work and activity schedules. At least one of the three minimum formal counts must be completed outside of a shift change and one formal count must be a standing count.
10. Additional counts can be taken at any time.
11. When COs announce a lock down, all inmates are to go to their cell immediately. Talking to staff members, asking questions, continuing to watch TV, talking on the phone, etc. are not excuses for not moving to your cell or bunk immediately.
12. Inmates cannot have another inmate's property in his/her possession. Do not borrow, loan or give articles to another inmate, as it will be considered contraband. An inmate stealing property from other inmates will be subject to discipline and sanctions.
13. Inmates will not destroy, damage, or deface any property belonging to the facility or other inmates. Violations of this rule will be subject to disciplinary sanctions, replacement costs and/or prosecution.
14. If an inmate is not housed in an upper level of a pod, they are not allowed on the upper level for any reason. There will be no loitering on the upper level or stairs.
15. Inmates are not allowed to toss or throw items up or down the upper and lower tiers in the pods.
16. No items will be passed from one pod to another or between units, including commissary.
17. Inmates cannot possess any type of weapons or items that can be fashioned into weapons.
18. Gambling in any form is not allowed.
19. Trying to obtain money or property by deception is prohibited.
20. Bad/foul language towards staff or other inmates is not allowed.
21. Writing on walls, clothing or any other items will not be tolerated.
22. Piercing and/or attempting to keep objects in piercings is not allowed.
23. Tattooing is prohibited.
24. Smoking and tobacco products are not allowed.
25. Inmates will not make or take any mixture or beverage that may cause intoxication.
26. No medications will be kept in your cell, except those determined and approved by Health Services.
27. Snacks purchased through commissary are the only food items allowed in your cell. You are not allowed to save food from meal time.
28. All property kept in the cell shall be stored in tote container issued at booking. Any property stored elsewhere, including window sills, is subject to confiscation.
29. Cells will be clean and presentable at all times.
30. All inmates are equally responsible for keeping the dayroom and common areas clean.
31. Inmates will keep sinks and fountains free of debris and will not put bodily fluids in them.
32. Inmates are to clean their cells prior to release.

33. Mattresses and sheets will remain on bunks at all times, and may not be brought out of the cells.
34. No items will be placed in such a way as to obstruct the view of CO's.
35. Inmates will not cover the lights, vents, cameras, or windows with sheets, blankets, towels, clothes, or by any other means.
36. Inmates may not alter, tamper with, or change RCLEC security devices in any way. This includes, but is not limited to locks, doors, cameras, intercoms or lights.
37. **The intercom system is for emergency use ONLY.**
38. If an inmate has a question, they must ask the CO during unit check or when they are doing their rounds.
39. Do not knock-on cell block doors or windows to get the CO's attention, unless it is an emergency.
40. If you need to talk to a supervisor or Jail Administrator, send a request to them on the inmate kiosk explaining in the request why you need to talk to them.
41. The television volume, games, and conversations must be kept at a reasonable noise level.
42. Pencils will not be sharpened after lights out.
43. When being escorted out of a housing area for any reason, inmate must be fully clothed.
44. Altered clothing will not be allowed at any time. (For example: cut off sleeves). You may be charged for Destruction of Property if this occurs. No hats or head gear allowed at any time.
45. Footwear is to be worn at all times when leaving your cell. Socks must be worn with all open toed shoes.

DISCIPLINE

Attempts to violate, ordering another inmate to violate, or planning to violate the rules of the RCLEC or the Laws of the State of North Dakota, shall be considered the same as the commission of the offense itself and may result in the following discipline:

- For post-conviction inmates, violations involving possible sanctions of (1) fines, fees, or restitution; (2) adverse impact on release date; or (3) more than 5 days of disciplinary restrictive housing, or restriction to quarters.
- For pre-trial inmates, violations involving possible sanctions of (1) fines, fees, or restitution; (2) adverse impact on release date; (3) disciplinary restrictive housing; (4) restriction to quarters longer than twenty-four hours.

Repeated violations of the rules of this facility may result in segregation from the general inmate population.

Disciplinary Action

Minor Violations

Upon the reasonable belief that an offense has been committed, CO shall report incident to the shift supervisor. The Shift Supervisor will deem if an Incident Report is needed. If so, Supervisor will complete the Incident Report, one will be given to Inmate and one to Jail Administrator. Such report shall include:

- Name of the inmate and specific rule violated;
- The date and time of the offense;
- Formal statement of the charge(s) and explanation of the violation;
- The facts surrounding the incident;
- Any immediate action taken;
- The signature of the supervisor.
- Information that may identify confidential informant (CI) information must be separately documented along with an explanation why the information is reliable and credible, and not provided to the inmate.

MODERATE/MAJOR INFRACTIONS

Upon the reasonable belief that such an offense has been committed, the Shift Supervisor shall file an incident report. Such report shall include:

- Name of the inmate and specific rule violated

- The date and time of the offense
- Formal statement of the charge(s) and explanation of the violation
- The facts surrounding the incident
- Staff and Inmate witnesses and statements, if any
- Disposition of any physical evidence involved
- Any immediate action taken
- Date and time the report is completed and reporting staff signature

APPEAL

The inmate shall be advised of his/her rights for appeal.

All decisions must be appealed in writing within 15 days of receipt of the Hearing Officer’s decision. Failure to do so will waive such right to appeal. All appeals shall be heard by the Sheriff or Jail Administrator, who may affirm or remand the decision. He/she may also reduce, but may not increase the sanction imposed.

NOTIFICATION OF CRIMINAL CHARGES

All inmates will be notified that in instances where an inmate is alleged to have committed a crime, the case may be referred to the Rolette County States Attorney’s Office for possible prosecution in addition to facility discipline.

**HIGH SEVERITY INFRACTIONS
MAJOR INFRACTIONS**

CODE	PROHIBITED ACTS
100	Killing
101	Assaulting any person (includes sexual assault)
102	Escape from escort; escape from jail; or escape from unescorted community programs with violence
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape).
104	Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition
105	Rioting
106	Encouraging others to riot
107	Taking hostage(s)
108	Conduct which disrupts or interferes with the security or orderly running of the jail (Conduct must be of the High Severity nature)
109	Fighting with another causing bodily injury
110	Violating a condition of a community or education program (Conduct must Be of the Major Severity Nature)

MODERATE SEVERITY INFRACTIONS

CODE	PROHIBITED ACTS
200	Escape from unescorted community or educational programs and activities without violence.
201	Fighting with another person with little or no bodily injury
202	Possession or introduction of an unauthorized tool
203	Threatening another with bodily harm
204	Extortion, blackmail protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
205	Engaging in sexual acts

206	Making a sexual proposals or threats to another
207	Wearing a disguise or mask
208	Tampering with or blocking any lock device or security device, to include cameras
209	Adulteration of any food or drink
210	Possession, introduction, or use of any narcotic paraphernalia, or drugs not prescribed for the individual by the medical staff
211	Engaging in, or encouraging a group demonstration
212	Refusing to provide a urine sample or to take part in other drug/alcohol abuse testing
213	Introduction of alcohol into the jail
214	Giving or offering an official or staff member a bribe or anything of value
215	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
216	Destroying, altering, or damaging public property or the property of another person, having a value in excess of \$50.00
217	Conduct which disrupts or interferes with the security or orderly running of the institution (conduct must be of the Moderate Severity Nature)
218	Violating a condition of a community or educational program (conduct must be of the Moderate Severity nature)
219	Possession, use, or introduction of tobacco or any tobacco paraphernalia into or within the facility
220	Insolence towards a staff member (conduct must be of the moderate severity nature)
221	Making, possessing, or using intoxicants
222	Abuse or misuse of any facility fixture (example-using a toilet for disposing garbage or standing/sitting on tables or desks) Conduct that causes substantial damage.

SANCTIONS

Depending on the severity of the infraction the Hearing Officer may impose the following sanctions:

- Verbal warning or reprimand;
- Written warning or reprimand;
- Restriction to quarters;
- Refer to a disciplinary committee and/or upgrade the seriousness of the violation by designating a higher classification or category.
- Recommend parole revision or retardation
- Disciplinary segregation
- Make monetary restitution
- Loss of privileges (commissary, movies, recreation, etc.)
- Change of housing (quarters)
- Remove from program and/or group

MAJOR RULE INFRACTIONS

SANCTIONS FOR ALL MAJOR RULE INFRACTIONS WILL BE DETERMINED BY THE FOLLOWING CRITERIA: SEVERITY (NATURE) OF THE INFRACTION, CIRCUMSTANCES SURROUNDING THE INFRACTION, AND PAST INFRACTIONS.

**This Policy was amended on 3/22/2019 by Jail Administrator Kimberly M. Nadeau.
 This Policy was amended on 11/14/2019 by Jail Administrator Kimberly M. Nadeau.
 This policy was amended on 1/11/2023 by Jail Administrator Jaime Metcalfe
 This policy was amended on 11/07/2024 by Jail Administrator Christina Allard.
 This policy was amended on 3/25/2025 by Jail Administrator Christina Allard.**

Rolette County Jail

16 1st ST SW

PO Box 447

Rolla, ND 58367

(701) 477-5623

**Inmate Handbook
Acknowledgement of Receipt**

I, _____, acknowledge that I have received the RCLEC Inmate Handbook. I understand that it is my responsibility to read this handbook. I also acknowledge that if I am unable to read or understand, it is my responsibility to ask a staff member for assistance.

I have also been notified that a copy of the RCLEC Inmate Handbook is also available at all times via the kiosk system.

Inmate Signature

Date

RCLEC Corrections Officer Signature

Date