



PENNINGTON COUNTY SHERIFF'S OFFICE

Office of
Ray Kuznia, Sheriff

PROFESSIONAL VISITOR ORIENTATION

Professional visits are allowed seven days a week during the hours of 7 a.m.-10 p.m.

The normal procedure for access to the Jail is to speak to staff at the Dispatch window in the lobby of the Law Enforcement Center. Once you have done that jail staff will be notified of who you are and who you wish to see. Jail staff will have you enter the facility by the records department off of the lobby. You will enter the secure part of the jail with jail staff and be escorted to the program room, booking room or vending room depending on availability. Jail staff will then escort the Inmate to the area for your visit.

When your visit is concluded or you need to see another Inmate, you may use the intercom system located on the wall in the room you are in to notify staff that your visit is over. Be patient as staff may be busy. If you have no further business in the jail, staff will escort the Inmate back to their housing unit then come back and escort you out of the secure area of the jail.

In the event of an emergency follow the same procedure as above and notify the staff of the emergency and why you are requesting to speak with an Inmate after normal hours. The same procedure outlined above will be followed.

Pennington County Jail
102 1st Street West
Thief River Falls, Mn 56701
(phone) 218-681-6161 (fax) 218-683-7006
<http://co.pennington.mn.us/departments/sheriff.asp>



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For an attorney that needs to contact client(s) by phone that are in custody:

- Call the main facility number at 218-683-7007 and follow the voice prompts that direct you to the section of the jail you need.
- Please identify yourself and ask that a message be given to the Inmate you are trying to reach.
- A message will be given to the Inmate to contact his/her attorney.
- Be aware that after hours the Inmates in the Med/Max side of the jail are in "lights out" lockdown and may be unable to call you back. In the event of an emergency, please alert staff to the urgent nature of the call and staff will allow the Inmate out of their lockdown status and 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 other, 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 clients 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 other 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 area 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 arrangement for trial clothes if the Inmate is scheduled for jury trial.

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- Professional visitation may be denied or restricted by the Sheriff, Jail Administrator, Jail Sergeant, Shift Supervisor 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 case 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.

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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 Eight Amendment right of Federal, State, and local prisoners. PREA make 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 Pennington County Sheriff's Office is committed to a zero tolerance standard for the sexual misconduct or sexual assault of Inmates under its authority. The Pennington 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, and counselor) 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 person 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 Sheriff, a Sheriff's Deputy or Investigator, Jail Administrator and/or Jail Sergeants. If you do not feel comfortable or safe discussing this with the Pennington County Sheriff's Office, then you can contact the Pennington 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 Pennington County Sheriff's Office is 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.

I, _____ have read that above form and understand my obligation to adhere to the
Please print
conditions of PREA, I also understand if I Have any further questions I will ask Jail staff, Jail Administration or Jail Sergeants.

Signature _____

Date _____

Witness Signature _____

Date _____



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RULES TO FOLLOW WHILE CONDUCTING BUSINESS AT THE PENNINGTON COUNTY JAIL

The following rules and information were created to instruct professional visitors, contractors, volunteers and their employees on the proper procedures for working in the Pennington County Jail (PCJ). 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 PCJ. Contractors' workers shall also agree to and sign this document before working inside the PCJ.

What follows is a list of DO'S and DON'TS that you are required to follow at all times while working in the Pennington 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 nickname with Inmates or Corrections Officers. Treat everyone with respect.
7. Contractors shall bring into the PCJ 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 a doorway and a Corrections Officer and/or Inmate are also to do the same, always allow them to go first and wait.

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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 PCJ.
11. All personal ID is to be left in your vehicle prior to entering the PCJ. Do not take items such as cigarettes, lighters, or other personal items 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 PCJ, conduct an inventory of tools and equipment. If anything is missing, find it! If you do not find the item, notify a Corrections Officer.
16. Follow any and all instructions given to you by a Correctional Officer.
17. If told to leave an area, do so immediately and do not ask questions. This is for your own safety.
18. Follow all PCJ 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 no 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. PREA requires that prevention of prison rape and sexual misconduct will be a top priority in prisons, police lock-ups, local jails, and juvenile 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 violation of PREA.

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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 protections and are to be followed while working inside the Jail. Always remember that this is a jail and you can never 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 you first, acknowledge them but do not engage in any personal 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.

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 or anywhere in the PCJ. 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 Pennington County Jail may result in termination of my contract.

Please complete and sign the Professional Visitor Verification Form on the next page.

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PROFESSIONAL VISITOR VERIFICATION AND CONSENT FOR BACKGROUND CHECK

Name: (Last, First, Middle)	Date of Birth / /
Job Title:	Supervisor Name:
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"/> Probation <input type="checkbox"/> Educational <input type="checkbox"/> other: _____	
Professional ID# (MN Bar, etc.) _____ Expiration Date: _____	
Employer/Agency/Religious Institution:	Business Phone:
Business Address: Street _____ City _____ State _____ Zipcode _____	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 the Pennington County Jail
- Security Awareness Form

You will also need to provide us with a copy of your Driver's license.

I also authorize Pennington County Sheriff Office to conduct a criminal history record check on my background information for the purpose of determining eligibility for access to Pennington County Jail.

Professional Visitor Signature **Date** **Jail Staff Witness** **Date**

Staff Use Only: <input type="checkbox"/> Driver's License <input type="checkbox"/> PREA <input type="checkbox"/> ID Badge <input type="checkbox"/> Fingerprinting <input type="checkbox"/> CCH <input type="checkbox"/> Name Added to Roster <input type="checkbox"/> Security Awareness Run by Staff: _____ Date: _____	Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO NOTES:
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Security Awareness Agreement Occasional Unescorted Access

You have access to a secured area where Criminal Justice Information (CJI) can be accessed, stored, and discussed. The Federal Bureau of Investigation's Criminal Justice Information Systems (CJIS) Security Policy and the Bureau of Criminal Apprehension (BCA) Policy 5050 require basic security awareness training about the appropriate ways to access and use CJI. The first training must occur within six months of initial assignment.

Occasional Unescorted Access is infrequent access needed for a task requiring access to a physically secure area. Examples are maintaining vending machines and watering plants. Custodial services are not included in this definition. People like yourself with only occasional unescorted access to CJI are required to sign this agreement instead of completing more formal security awareness training.

The BCA requires this agreement be signed before allowing any access to a physically secure area where there can be access to CJI.

This agreement is in effect for a period of two years from the date it is signed. It must be resigned every two years.

I am being allowed limited access to a physically secure location where CJI is accessed, stored, or discussed.

By signing this agreement I understand I will be given unescorted access to areas containing CJI. I agree not to read or remove any CJI documents, including but not limited to any displayed on bulletin boards, lying on desktops, placed in shredding bins, or thrown in garbage receptacles. I further agree that any CJI that I hear will not be shared with anyone at any time.

Name (please print)

Reason for Occasional Unescorted Access

Signature

Date

Authorized Agency Representative

Effective Date

Expiration Date

