

MILLE LACS COUNTY JAIL VOLUNTEER HANDBOOK

Mille Lacs County Jail
640 3rd St. SE
Milaca, MN 56353



John Henderson – *Program Coordinator*

Vacant – *Recreation Director*

(320)983-8244

Don Lorge – *Sheriff*

Kyle Burton – *Chief Deputy*

Bradley Hunt, Captain – *Jail Administrator*

Dustin Naumann, Lieutenant – *Assistant Jail Administrator*

(320)983-8250





**"TO PROTECT
AND SERVE"**

SHERIFF DON LORGE

Mille Lacs County

640 3rd St S.E.

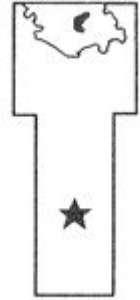
Milaca, MN 56353

(320) 983-8250

FAX: (320) 983-8343 (Sheriff's Office, Civil Process)

FAX (320) 983-8270 (Dispatch)

FAX (320) 983-8419 (Jail)



Dear Volunteers:

Welcome to the challenging world of Jail Programs. The Mille Lacs County Jail Volunteer Handbook is a guide intended to help prepare you with some basic understanding of particular inmate needs and jail staff requirements.

The primary goal of Mille Lacs County Jail Programs is to seek out and enhance the individual needs of our inmates. This is not always an easy task and requires time and energy from both jail staff and volunteers. We, at Mille Lacs County, consider our volunteers a backbone of our programming efforts. It is the uniqueness of each of your personal backgrounds and experiences that make you a key player in making this group effort a success.

In advance, I would like to thank you for being a volunteer and I look forward to working with each and every one of you.

Sincerely,

John Henderson
Program Coordinator
Mille Lacs County Jail

Section I.

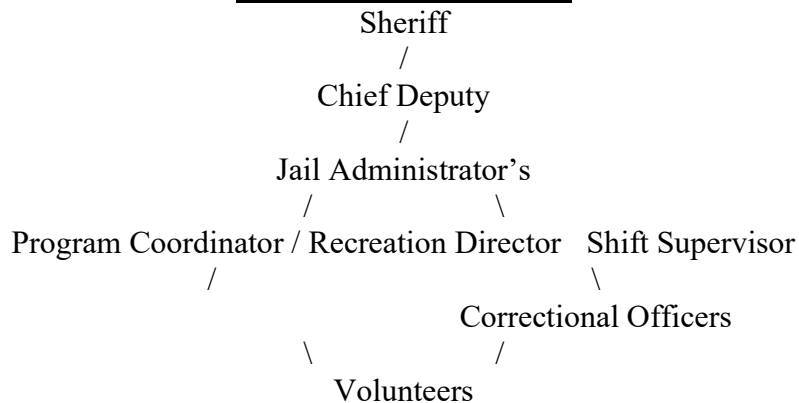
PHILOSOPHY

The basic philosophy of the Mille Lacs County Jail Program Office is to develop and schedule programs and services that benefit both inmates and staff.

The programs and services may be run by volunteer or program staff. Program staff will randomly sit in on programs while in progress.

The programs and services will hopefully assist the inmates to develop positive attitudes and become more responsible citizens. By way of these pursuits, it is a goal of this office to add to the safety and security of the Mille Lacs County Jail and to the surrounding community. One of the main goals of the volunteer program is to return back to the community inmates who have been given the opportunity to improve their behaviors and lifestyles.

LINE OF AUTHORITY



Section II.

PROCEDURES TO BECOME A VOLUNTEER

Before you can become a volunteer for the Mille Lacs County Jail, there are established procedures to follow. The purposes of these procedures are:

- To give you information about the jail program and to help you decide if you want to be a volunteer.
- To give the staff an opportunity to know you well enough to make a judgment as to your suitability, reliability and in what capacity your service would be the most valuable.
- To give you a brief introduction to some of the basic skills involved in working with inmates.

APPLICATION

As a prospective volunteer, you will be furnished with an application which is to be completed and returned to the Program Coordinator.

SCREENING

After you have completed and returned your application, the program staff will check your criminal history. You then will be interviewed to determine your motivation and suitability.

Special approval must be granted by the Jail Administrator if any of the following conditions exist:

- If you have been incarcerated within the last year.
- If you are on probation or parole.

ORIENTATION

Once you have been interviewed and accepted as a volunteer, you will be scheduled for an orientation session. At the orientation session you will be advised of jail rules and regulations as well as general expectations of volunteers.

Section III.

RULES OF CONDUCT FOR VOLUNTEERS

The following expectations are to be adhered to at all times.

GENERAL

All rules, regulations and policy statements governing conduct in the jail shall apply to volunteers. Violations of these rules may result in removal from the jail and termination of volunteer service. We encourage you to use common sense as your guide.

SPECIFICS

1. Each volunteer shall become familiar with the jail rules and regulations. The orientation meeting will provide you with this information.
2. Volunteers shall immediately report any violation of the jail rules and regulations to the Program Coordinator or correctional staff.
3. It is mandatory that volunteers immediately report any sexually illegal abusive behavior in accordance with the Prisoner Rape Elimination Act of 2003 (PREA) guidelines and the agency's zero tolerance policy.
4. Each volunteer is expected to be mentally alert, personally neat and shall render their services on an impartial basis. Conduct shall be consistent with the security and operation of the jail.
5. No volunteer shall solicit, or accept, a gift from an inmate or any person acting on behalf of an inmate.
6. Casual appropriate attire is to be worn making sure that volunteers are always covered to the neck and past the shoulders.
7. Prior to entering the facility, volunteers will be scanned with a handheld metal detector. Volunteers may be subject to a body search and inspection of personal property.
8. No volunteer shall report for service after consuming, or while under the influence of, alcohol or drugs.
9. Volunteers shall not use physical force except to defend herself/himself.
10. Volunteers should not provide legal advice to inmates.
11. Volunteers will not have access to inmates' confidential records.
12. Volunteers are expected to follow jail staff directives and respond in a respectful manner.
13. Volunteers shall comply with the facility safety regulations. Any injury sustained in the jail shall be reported to the Program Coordinator or correctional staff at the time of the injury or as soon as possible thereafter.
14. Volunteers are encouraged to communicate with correctional staff. Please feel free to discuss any concerns or ask questions as needed.

15. The **control of contraband** is one of the **most important** areas of jail security. As a broad definition, contraband can be defined as “anything in possession of a person that is contrary to the rules and regulations of the institution.” To define it more specifically: No person shall introduce into any of the following articles:
- A. Any intoxicating beverage
 - B. Any prescription or non-prescription drug
 - C. Any firearm or instrument customarily used as, or intended to be, a weapon
 - D. Any instrument that may be used as an aid in attempting to escape
 - E. Any other article, instrument or substance specifically prohibited by the jail (including cell phones)
 - F. The best rule of thumb is to **NOT** bring anything with you without first getting approval from the Program Coordinator. Generally, anything not distributed by facility staff is contraband.
16. Volunteers may NOT take ANYTHING from any inmate to take out of the facility. Inmates have regular access to the telephone, so it is not necessary for volunteers to become involved in contacting friends and relatives of inmates, their lawyers, probation officers or judges.
17. In cases of emergency, volunteers should contact Master Control or the nearest Correctional Officer.
18. The Mille Lacs County Jail reserves the right, at all times and without prior notification, to refuse admittance to any volunteer.
19. Each volunteer should understand that violation of any condition of this Volunteer Handbook may cause your service to the jail to be curtailed, postponed or discontinued.

CONFIDENTIALITY

Do not violate the inmate’s confidence. Never repeat what has been told to you in confidence to someone else. If you need outside help about a problem, relay the facts of the situation without identifying the inmate involved. The exceptions are:

- 1. Violations of jail rules, regulations and policies
- 2. Escape plans or attempts
- 3. Harmful behavior to one’s self or to others
- 4. Criminal matters
- 5. Inmate progress

Section IV.

PROCEDURE TO ENTER JAIL AND CONDUCT A VOLUNTEER PROGRAM

1. When you arrive at the jail for your program, state your name and why you are here. For security reasons, you will be required to wear your Sheriff's Office Volunteer ID Badge at all times.
2. Once you have entered the jail, the correctional staff will bring the inmate(s) to the appropriate program room for you.

Just outside the program room in the hallway there is an intercom on the wall to connect you to Master Control. Please keep all communications limited to essentials. Inform Master Control when any of the following occur:

- A. Inmate requests to leave meeting early
 - B. To call inmates to meetings
 - C. Emergencies
3. When you are finished please keep the inmate(s) in the program room until correctional staff comes to get them. Just simply notify the correctional staff when you are done.
 4. Please fill out Volunteer Attendance Sheet at the end of your meeting. In the Request/Comments section at the bottom of the form, please update the Program Coordinator as to any variation in schedule, vacation plans, etc. along with any observations that you'd like to share.
 5. Please notify correctional staff and the Program Coordinator of any inappropriate behavior on the part of the inmates during group meetings. Our programs are for those inmates who are on "good behavior."
 6. Meetings must stick to the theme of the specified program. Inmates are not authorized to use meetings for individual grievances or gripe sessions.
 7. There must be a minimum of two approved jail volunteer staff present to supervise every group meeting unless approved by the Program Coordinator.
 8. We prefer all purses, briefcases, etc., be left in the trunk of your car since we cannot assume responsibility for personal items. Lockers are available in the jail lobby to secure other personal items. Any items brought in should be kept to a minimum.
 9. Inmates must be seated in a manner that restricts physical contact with inmates of the opposite sex. Failure to comply with this policy will bring about further restrictions such as gender specific meetings or even program termination.

EMERGENCY PROCEDURES

In cases of emergency, volunteers should contact Master Control or the nearest Correctional Officer.

PROMPTNESS

Please report as scheduled and leave within the allotted time.

CANCELLATION

If you find that you must cancel an activity, please notify the program staff as early as possible.

MATERIALS

When it is necessary to bring in materials, you should contact the program staff in advance to determine if they are permissible to be brought into the jail.

GENERAL

Do not make promises that you cannot keep. Many inmates are lax about promises made to others, but they can be unforgiving if someone they trust lets them down. Openness and honesty will go a long way toward winning an inmate's respect. These characteristics will also set an excellent example of how to be a happy, growing person when an inmate gets released back into society.

Do not visit any inmate's family or friends outside of the jail. Under no circumstances will this action be accepted.

Do not expect instant results. Working with inmates is slow, difficult and often exasperating work. Many inmates have spent a lifetime in irresponsible and antisocial behavior patterns. Remember your main motivation for entering the jail is to be helpful. Expect progress to be slow.

Do not become too familiar. Become the inmate's friend, but do not sympathize with him/her so much that you lose your objectivity. Remember that an offender's problems are uniquely his/hers. Be supportive, but if you feel yourself beginning to become too familiar with an inmate's situation talk it over with the jail's program staff. They will help you regain your objectivity and focus.

Section V.

SUMMARY

Ensuring the safety and security of this facility is no part-time venture. The men and women that make up this jail's uniformed staff must be in total control of this institution's operation. It needs to be stressed to each and every one of you how important it is to maintain a good working relationship with correctional staff.

The staff and administration of the Mille Lacs County Jail will make every effort to ensure the safety of volunteers. However, at all times volunteers shall be aware of the nature of this facility and take due caution in performance of their duties.

Please know that your willingness to share your time is greatly appreciated.

THANK YOU!!!