



**Walsh County Correctional Center
638 Cooper Avenue
Grafton, ND 58237
(701) 352-2041**

Sheriff Ron Jurgens
Chief Correctional Officer Adam S. Trahan

The information contained in this booklet is for the use of the inmates incarcerated at the Walsh County Correctional Center. This booklet outlines the rules and regulations you are expected to follow here at the Correctional Center. This booklet also explains your rights and responsibilities. It also provides you with information that should aid you in making your stay here as comfortable as possible. Questions that are not answered in this booklet may be brought to the attention of the on duty Correctional Staff, the Chief Correctional Officer or the Correctional Administrator.

Dated on the 2st of January, 2024

Ronald Jurgens, Sheriff
Correctional Administrator

WALSH COUNTY CORRECTIONS CENTER

**W.C.C.C.
INMATE HANDOUT**

**INTRODUCTION
SHERIFF Ronald Jurgens**

Enclosed you will find a listing of policies, rules, and regulations of this facility. It will answer any primary questions you may have concerning this facility and its operations, which pertain to you, the inmate, your family and friends.

Should you have any questions, feel free to ask any of the staff to explain further or clarify for you.

The staff is comprised of well-trained and motivated officers, who will be supervising your detention at this facility. I am readily available to the facility's supervisors, staff, and to the inmate population.

Sheriff Ronald Jurgens, Administrator
Walsh County Correction Center
638 Cooper Avenue
Grafton, North Dakota 58237
Phone 701-352-2041

The policies, regulations, and rules, which have been established for this Correctional Facility and herein listed, have been approved by the North Dakota Attorney General's Office, the State Jail Inspector, and meet or supersede all requirements as set forth in Chapter 12-44.1 of the North Dakota Century Code.

ROUTINE PROCEDURES

BOOKING

All inmates, at time of booking, Will have all personal property inventoried and secured. Personal property of any type will not be allowed in the facility unless approved by the Corrections Center Administrator or staff. (see personal property)

Inmates, at the time of booking, may be required to shower and be disinfected if necessary. Highly intoxicated inmates shall be housed separately from other inmates. WCCC staff will decide if a medical assessment needs to be completed for the safety of the inmate.

If an inmate is not combative, abusive, or a threat to the staff or others, the inmate will be placed into one of the main housing cells.

Inmates housed over eight (8) hours may be provided with soap, toothbrush and toothpaste.

INMATE LOCK-UP

To insure maximum security and inmate safety in this facility, all inmates WILL BE locked in their respective cells at all times.

FOOD SERVICES

The WCCC will provide each inmate with three nutritional health-giving meals per day. These meals will be prepared and served under sanitary conditions and annually reviewed by a licensed dietician. Meal service is generally consistent, however, lunch and supper meals are catered in, and so service times may vary.

Meals will be served at the following times and schedule:

- a. Breakfast: 5:00am - 6:00 am
- b. Lunch: 11:00 am - 12:00 pm
- c. Supper: 5:00 pm - 6:00 pm

HOUSEKEEPING REQUIREMENTS

All inmates are responsible to keep up their cell area clean. Trash and other items will be picked up and placed in trash container. Bunks will be made and magazines, books, paper, and writing utensils will be stacked neatly. No mattress will be allowed to be placed on the floor.

Inmates may be asked to re-clean as directed by the Corrections Center Staff.

Any damage to property by an inmate will result in disciplinary action by the Corrections Center Administrator and maybe charged criminally as well as have to pay for the damages.

PERSONAL PROPERTY

Inmate property will be accounted for at intake and release. Property will be stored appropriately to insure it remains in the condition it was received. All property left at the facility will be discarded after 30 days unless necessary arrangements are made to ship or release property.

COURT

The Sheriff, Deputies or Corrections Officers will escort all inmates to and from court and will remain in court with the inmate(s). Handcuffs and/or other restraints may be used if the Sheriff, Deputy or Correctional Officer feels it is necessary, however all inmates will be restraint with leg irons at a minimum.

The Judge, States Attorney Office and your Attorney, schedule court. The staff has no control over scheduling of court appearances, however, will answer your questions when possible. The staff is strictly prohibited from giving legal advice or discussing your pending court case.

Access to attorneys shall be 8:00 AM to 5:00 PM, Monday through Friday at the attorneys' request to our office. Calls to attorneys will be made through the Reliance Telephone system.

INMATE RIGHTS

OVERVIEW OF RIGHTS

Inmates shall be assured of their constitutional rights while incarcerated in the Walsh County Corrections Center. Subject to reasonable safety, security, discipline, and administration requirements, the Administrator shall ensure:

1. Confidential access to an attorney.
2. Basic medical and dental care*.
3. Reasonable exercise of religious beliefs
4. Access to visitors
5. Access to mail
6. Access to telephone
7. Inmates will not be discriminated based on race, national origin, color, creed, sex, economic status, or political belief.
8. That inmates are properly fed, housed and clothed.

Inmates maybe responsible to pay all medical and dental bills incurred while at the WCCC.

INMATE LEGAL SERVICES

Corrections Center Personnel will respond to the requests by inmates for legal services, and such requests will be communicated to the Municipal Judge, District Judge, or professional services. They may be notified by letter or telephone.

INMATE PERSONAL HYGIENE

Inmates will be issued clean linen and personal hygiene items. The inmate will also be issued a complete set of Corrections Center clothing.

At the time of incarceration, the inmate will be given:

1. Soap/Shampoo
2. Toothbrush and toothpaste
3. Towel, washcloth
4. Bedding
5. Orange shirt, pants and footwear

Showers are allowed anytime between the hours of 5:00 AM and 11:00 PM.

A disposable razor maybe furnished to an inmate upon request between 07:30 AM and 10:00 AM. The razor must be returned to the corrections officer within 30 minutes of issuance.

INMATE DRESS CODE

All jail clothing must be worn in the appropriate manner (right side out, pants legs and sleeves unrolled, proper size, pants pulled up to waist with no undergarments showing). Nothing is to be worn on your head. Orange pants must be worn whenever you are in the dayroom. You must wear a shirt at all times while in the dayroom. Both pants and orange shirt must be worn at all times when out of the cell. Inmates may wear a white t-shirt or thermal underwear underneath the oranges. It is each inmate's responsibility to take care of your clothing and bedding.

LAUNDRY SCHEDULE

1. Clean orange jail clothes will be issued each Monday and Thursday only
2. Orange shirt and pants, Blankets, Sheets, Washcloths and Towels will be exchanges on Thursday.
3. Orange shirts and pants, Washcloths and Towels on Monday.
4. Work release clothes will be washed at the inmate's expense. (\$15.00 per week)

MEDICAL PROVISIONS

All inmates in the Walsh County Corrections Center are entitled to adequate emergency health care, equal to that provided to residents of the community.

Any inmate placed in the Walsh County Corrections Center to serve a sentence of ten (10) days or more will be tested for Tuberculosis (TB). HIV testing can be requested from the Health Nurse. The inmate will be required to sign the Consent Form for HIV Testing.

Walsh County Correctional Center will no long provide free Over the counter medication. There will also be a fee associated when placing a Nurse's Slip. No one will be denied medical attention due to being indigent but if funds become available that individuals account will be charged. The following pricing are as follows:

1. 14-day supply of Ibuprofen will be \$5.00.
2. 14-day supply of acetaminophen will be \$4.00.
3. Tums will be \$2.00 a roll and only one can be purchased one at a time and no exceed recommended dosage.
4. Pepto Bismol will be \$6.50 for the bottle.
5. MiraLAX will be \$10.00 for the bottle.
6. Metamucil will be \$16.00 per container.
7. Nurse's Slips will cost \$3.00 per slip you fill out.
8. If you have an appointment set to see any Doctor, Dentist or Ophthalmologist and you decide not to go you will be charged \$25.00.

These prices are subject to change at any time. The Nurse's first Medical Intake Assessment will be conducted at no charge to the individual. You will not be charged if the Nurse needs to see an individual for follow up treatment. Any medication purchased will stay in the locked medicine cabinet and only dispensed during medication pass

RELIGIOUS SERVICES

The Walsh County Corrections Center may provide religious services.

1. Clergy may be allowed to visit inmates at any regular reasonable hour as long as it does not interfere with the normal duties of the Corrections Officer.
2. The Sheriff may establish a weekly day and time schedule for Non-denominational religious services, as available by volunteers.

INMATE VISITING PRIVILEGES

The Walsh County Corrections Center may allow visits from family members and professionals only for the benefit of the inmate and the corrections center. Visits to the inmate will be consistent with the security of the center and the safety of the inmates, visitors, and center personnel.

Inmates who are allowed visitation may have up to one twenty-minute session of visiting per appointment, unless that prisoner is a security risk or the administrator deems otherwise. Visitors must call between the hours of 8:30 & 10:30 to set up a Visiting time. **Visiting hours will be on Wednesday, Friday and Sunday, between 1:00 pm and 3:30pm.** Visitation times may be extended or shortened at the discretion of staff. This is to ensure that all inmates are afforded an opportunity to visit.

Contact visitation will be allowed to attorneys, clergymen or Health Care providers. All visitors are subject to search by the corrections officer.

INMATE MAIL

Outgoing Mail:

Inmates without funds will be limited to writing materials and postage for one letter per week. Inmates with funds may send as many letters as they want, as long as it does not interfere with the normal operations of the facility. Inmates with funds may be charged to pay for the writing and mailing supplies. **If funds are not available the facility will provide one stamp per inmate, per week for outgoing mail on Mondays. If the mail exceeds the postage required it will not be sent unless you provide the additional postage.**

Incoming Mail:

All incoming general correspondence shall be opened upon receipt by a member of the staff, and checked for contraband. The mail will be read for security purposes and if the mail poses no threat, it will be delivered to the receiving inmate. Legal and medical mail must be opened in the presence of the inmate and will be checked for contraband only. Inmates receiving legal correspondence will be given the original mailings. This information will not be reviewed to insure client attorney confidentiality. All incoming mail must have a return address.

If any mail is withheld from the inmate, the inmate will be given a Rejection of Mail Form. You may appeal the withholding decision by filling a grievance following the normal grievance procedures within 1 day of the written notice. Unacceptable mail will be placed in the inmate's personal property.

Inmate mail can be rejected for the following reasons:

1. Any mail that has nudity or obscene material.
2. Any material that relates to a potential threat against any person or this facility.
3. Any items that is considered contraband.
4. Any mail that has been tampered with, such as being opened by a third party.

TELEPHONE

Inmates in the WCCC may communicate by telephone regularly with family, friends, and attorneys while detained in the corrections facility. Reliance phone cards are available for purchase from **reliancecetelephone.com** or call **1-800-896-3201**. Attorney calls are permitted at the convenience, and availability of the CO. **All calls are recorded and subject to monitoring except attorney/client calls.**

1. Inmates may be allowed a phone call at time of admission.
2. If they are unable to contact the person they desire to talk to, additional calls may be allowed at the discretion of the Corrections Officer.

PRIVILEGES

Smoking

Smoking is prohibited within the WCCC or on County Property.

READING MATERIAL

The WCCC may provide access to reading material for leisure time activities. Access to legal material may be provided upon request for research for defense in legal proceedings.

General reading material may include books and magazines of interest to inmates, self-educational material. Legal material will include access to North Dakota Century Code and Court Rules. Other materials may be made available on an as needed basis.

Inmates may not receive books or magazines from outside sources other than directly from a publisher or a third-party vendor, on a case by case bases only. No hard cover books are allowed.

RECREATION

Walsh County Corrections Center will provide limited recreational activities for the inmates on a daily basis to insure their physical and mental health.

These activities may include:

- a. table games (Cards, Puzzles)
- b. library service (magazines, paperback books)
- c. television
- d. texting devices

RELEASE PROGRAM

The Walsh County Corrections Center may release inmates to participate in a Work Release Program. These are programs for which selected inmates are granted temporary release, through a court order.

WORK RELEASE RULES

1. The Walsh County Sheriff and or the District Court will approve or disapprove all work releases.
Work release is for sentenced inmates only.
2. Work release is authorized Monday through Saturday only. (NO SUNDAYS)
3. All inmates on work release will have to furnish their own transportation to and from work.
4. All inmates who will be driving themselves to and from work must present a valid Driver's License, insurance and registration and must give the description and license plate number of the vehicle to the work release officer.
5. All inmates on work release **WILL GO DIRECTLY TO WORK AND RETURN TO THE WALSH COUNTY CORRECTIONS CENTER DIRECTLY FROM WORK WITHOUT ANY UNAUTHORIZED STOPS IN-BETWEEN!!!!!!** Any stops that have to be made will have to be approved by the Walsh County Sheriff or the work release officer.
6. If an inmate is going to work later than normal hours or if there is a change in the inmate's schedule or hours he/she must notify the Walsh County Jail immediately. The request should be made by the inmate's employer, and may be approved by the Walsh County Sheriff or designated staff.
7. Sentenced inmates will be required to pay Fifteen Dollars (\$15.00) per work day. This will be paid to the Walsh County Sheriff's Department weekly. All payments will be in cash only.
8. If an inmate is going to work later than normal hours or if there is a change in the inmate's schedule or hours he/she must notify the Walsh County Jail immediately. The request should be made by the inmate's employer, and may be approved by the Walsh County Sheriff or designated staff.
9. All inmates on work release **WILL NOT USE ALCOHOL OR DRUGS unless prescribed by a physician. AT ANYTIME!!!!!! OR HAVE THEM ON THEIR PERSON OR IN THEIR POSSESSION.** Any violation of this provision will result in immediate termination of work release and criminal prosecution if appropriate.

10. All inmates on work release will not use any firearms, dangerous weapon or articles deemed as contraband by the Walsh County Jail or have them in their possession at any time unless job appropriate.
11. All inmates on work release will submit to a urinalysis or blood test when requested to do so by the Walsh County Corrections.
12. All inmates on work release will abide by these rules and the rules of the Walsh County Corrections Center and will follow the directions of the staff and will conduct themselves properly at all times.
13. All inmates on work release will furnish to the Walsh County Corrections Staff a work schedule in advance of scheduled work hours.
14. Inmates are specifically advised to furnish their immediate supervisor's name each week with the work schedule submitted. In addition inmates are advised that the Walsh County Corrections may contact employment supervisors at any time to verify hours of employment and presence of inmate at work
16. Work Release *is a privilege and not a right*, any infraction of any of the above rules or any of the rules of the Walsh County Law Enforcement Center may result in termination of the work release privilege immediately.

CONDUCT AND DISCIPLINE

INMATE RULES OF CONDUCT

1. Gambling will not be allowed.
2. Possession of any type of weapon is prohibited.
3. Striking, wounding, or assault of an officer, staff or inmate will be punishable in accordance with disciplinary guidelines.
4. Do not borrow, loan or give articles to another inmate.
5. Do not damage or deface any property belonging to the WCCC or other inmates.
6. Writing on walls, doors or any items will not be tolerated and maybe charged with fixing or replacing the item.
7. Trying to obtain money or property by deception is prohibited.
8. Staff members will be shown respect at all times.
9. Cooperation with staff members is required.
10. Do not make or consume any mixture or beverage that may cause intoxication, or any drug not prescribed.
11. Smoking and all tobacco products are not allowed
12. Mattresses and bedding must be removed from the floor in a timely manner when told to do so.
13. Do not cover the lights, vents or windows.
14. No items, with the exception of games and puzzles, will be passed from one inmate to another.
15. If you have a question, ask the CO during the hourly unit check. If your question cannot wait or you need immediate assistance, use the intercom system.
16. Each inmate is assigned a cell. Entry into other cells is prohibited.
17. Any damage to property, no matter how small, will be dealt with accordingly.
18. Cells will be neat and orderly at all times.
19. Any outgoing mail with anything other than names and addresses on the envelope will be returned.
20. No items will be placed in such a way to obstruct the view of the officers.
21. No inmate is allowed in another inmate's cell.
22. All inmates are equally responsible for keeping the dayroom and common areas clean.
23. Out of courtesy to others, the television, games and conversations MUST be kept at a reasonable noise level.
24. No horse play or rough-housing.
25. Do not attempt to distract an officer.
26. Keep sinks free of debris and do not put bodily fluids in them.
27. No foul or abusive language towards staff or other inmates is permitted.
28. All property shall be stored in one's property bin or on the wall shelf. Any property stored elsewhere including window sills is subject to confiscation.
29. Unit windows and doors shall remain clear of all obstructions. Inmates shall refrain from peering out windows at all times.
30. No item(s) may be used to prop or hold open a cell door by placing the item in the door frame or elsewhere.
31. Pencils will not be sharpened after lockdown.
32. Inmates are to clean their cells prior to release.
33. Inmates may only make requests for themselves and may not ask for items for other inmates.

INFRACTIONS OF RULES OF CONDUCT

PENALTIES FOR INFRACTIONS

- A. Greatest severity category
1. Killing.
 2. Assaulting any person (includes sexual assault).
 3. Escape from court, escape from corrections center, escape from unescorted community programs with violence.
 4. Setting afire
 5. Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition.
 6. Rioting.
 7. Encouraging others to riot.
 8. Taking hostage(s)
 9. Conduct which disrupts or interferes with the security or orderly running of the corrections facility.
 - recommends parole date rescission or retardation;
 - disciplinary segregation (up to 60 days);
 - make monetary restitution.
- B. High severity category
1. Escape from unescorted community or educational programs and activities without violence.
 2. Fighting with another person.
 3. Possession or introduction of an unauthorized tool.

1. Threatening another with bodily harm or any other offense. Extortion, blackmail, protection.
2. Demanding or receiving money or anything of value in return for protection against other, to avoid bodily harm, or under threat of informing.
3. Engaging in sexual acts.
4. Making sexual proposals or threats to another.
5. Wearing a disguise or mask.
6. Tampering with or blocking any lock device.
7. Alteration of any food or drink.
8. Possession, introduction, or use of any narcotics, narcotic paraphernalia, or drugs not prescribed for the individual by the medical staff.
9. Possessing any officer's or staff's clothing.
10. Engaging in, or encouraging, a group demonstration.
11. Encouraging others to refuse to work, or to participate in a work stoppage.
12. Refusing to provide a urine sample or to take part in other drug-abuse testing.
13. Introduction of alcohol into corrections center.
14. Giving or offering money to, or receiving money from any person for purposes of introducing contraband or for any other illegal or prohibited purposes.
15. Destroying, altering or damaging public property, or the property of another person having a value in excess of \$100.00.
16. Conduct which disrupts or interferes with the security or orderly running of the institution, (conduct must be of the high severity nature).
17. Other violations of rules that are determined to be in the high category.

- disciplinary segregation (up to 30 days),
- make monetary restitution,
- loss of privileges
- change housing (Quarters),
- remove from program and/or group activity,
- loss of work release
- impound inmate's personal property,
- restrict to quarters,

B. Moderate Severity Category

1. Indecent exposure.
2. Stealing (theft).
3. Misuse of authorized medication.
4. Possession of money or currency, unless specifically authorized.
5. Loaning of property or anything of value for profit or increased return.
6. Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
7. Refusing to obey an order from any staff member.
8. Violating a condition of a furlough.
9. Violating a condition of a community or educational program.
11. Failing to perform work as instructed by a supervisor.
12. Insolence towards a staff member.
13. Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper.
14. Participation in an unauthorized meeting or gathering.
15. Being in an unauthorized area.
16. Failure to follow safety or sanitation requirements.
17. Using any equipment or machinery contrary to instructions or posted safety standards.
18. Failing to stand count.
19. Interfering with the taking of count.
20. Making, possessing, or using intoxicants.
21. Refusing to breathe into a breathalyzer or take part in other alcohol abuse testing.
22. Gambling, preparing or conducting a gambling pool.
23. Possession of gambling paraphernalia.
24. Unauthorized contacts with the public.
25. Giving money or anything of value from: another inmate, or any other person without staff authorization.
26. Destroying, altering, or damaging public property or the property of another person, having a value of \$100.00 or less.
27. Being unsanitary or untidy.
28. Failing to keep one's person and one's quarters in accordance with posted standards.

29. Conduct which disrupts or interferes with security or orderly running of the corrections facility (Conduct must be of the Moderate Severity Category).
30. Other violations of rules that are determined to be of a moderate category.

- disciplinary segregation (up to 15 days).
- make monetary restitution
- loss of privileges
- change housing (quarters),
- remove from program and/or group activity,
- loss of job,
- impound inmate's personal property,
- restrict to quarters,
- extra duty.

C. Low Moderate Severity Category

1. Possession of property belonging to another person.
2. Possessing unauthorized clothing.
3. Malingering, feigning illness.
Smoking where prohibited.
Using abusive or obscene language.
4. Unauthorized use of mail or telephone.
5. Conduct with a visitor in violation of institution regulations.
6. Conducting a business.
7. Other violations of rules that are determined to be of a low moderate category.

- loss of privileges
- change housing (quarters),
- remove from program and/or group activity
- loss of job,
- impound inmate's personal property,
- restrict to quarters,
- reprimand,
- warning.

INMATE DISCIPLINE

The W CCC cannot operate safely or effectively unless the behavior of the inmate population conforms to the minimum standards of conduct set forth by the inmate rules of conduct of the WCCC.

Correction officers will hold inmates accountable for conduct that violates inmate rules of conduct by implementing disciplinary procedures in order to:

1. maintain security, control and safety,
2. insure the inmate's due process rights,
3. insure fair and consistent disciplinary practices,
4. insure proper documentation of violations.

The procedural rights of an inmate accused of a violation of written rules of conduct include:

1. written notice of the alleged violation,
2. the right to appeal disciplinary action to the Sheriff within 24 hours of written notice by the inmate,
3. the right to introduce statements of fellow inmates or staff.
4. the right to enter a statement of his/her version of the alleged violation.

INMATE GRIEVANCES

DEFINITION

All inmates of the WCCC will have a grievance procedure available to express grievances without fear of retaliation or disciplinary action. A grievance is defined as an issue personally affecting an inmate in the areas of health, welfare, or services of the jail. A third party, including fellow inmates, staff, family, attorneys and outside advocates can assist or file on behalf of an inmate. If filed on behalf of an inmate, the facility may require that the alleged victim aggress to have the request filed on their behalf. If the inmate declines to have the request processed on their behalf, the agency must document the inmate's decision.

Grievance Process

The confinement issues listed are issues that can be considered when filing a grievance. In addition, the issue must personally affect the inmate, and there must be a reasonable remedy. However, third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates can file a grievance relating to allegations of sexual abuse on behalf of an inmate. Specific issues that an inmate may grieve include, but are not limited to, the following: policies and procedures that deal with the treatment of inmates, Jail practices, Living conditions, Unprofessional behavior or actions of staff, Actions of other inmates, Inmate worker issues, Hygiene and sanitation needs, Inmate services, like food, mail, visiting, commissary, laundry, and telephones. Custody status, Health care, and health care costs. Inmate account transactions. Informal disciplinary sanctions, programs.

The inmate can submit a grievance without submitting it to a member who is the subject of the complaint, and that the grievance is not referred to the staff member who is the subject of the complaint.

However, you are not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. You must clearly and legibly document the issue you are grieving and your resolution to the issue in the space provided on the Inmate Grievance form. Only one issue shall be addressed per grievance form, and you must write it legibly in the space provided. You may obtain assistance from staff or other third parties including other inmates, family, attorneys or an outside advocate to complete the form, but you must sign the form on the signature line and record the date. The Inmate Grievance request must be submitted within two (2) days of the alleged incident, or it will result in dismissal of the grievance. Any Inmate Grievance that has allegations of sexual abuse has no time limit. You MAY NOT submit a grievance referencing an issue that has been previously addressed through the grievance process. If you disagree with the first step of the resolution recommendation, you must sign, date, and check the "disagree" box in order to proceed to the next step of the grievance process.

The Chief Correctional Officer or designee may respond within seven (7) calendar days. Chief Correctional Officer or designee will discuss the grievance with you, conduct an investigation if necessary, and make a recommendation as to the formal resolution of the grievance, which will be discussed with you. If you agree with the recommendation, you are required to sign the signature line under the grievance area, date, and check the box that you agree with.

If you are dissatisfied with the Chief Correctional Officer response, you may file an appeal to the Sheriff/Jail Administrator within two (2) days of receipt of the Chief of Corrections response. The Chief Correctional Officer will forward the initial grievance and the appeal to the Sheriff/Jail Administrator. The Sheriff/Jail Administrator will determine whether additional investigation is required. The Sheriff/Jail Administrator may request an investigation.

Appeals to the Sheriff/Jail Administrator are the final step available in the appeals process. Due to the availability of the Sheriff and complexity of evaluating, all of the information gathered from the investigation and appeal. Originally, you should expect to receive a response within thirty (30) calendar days. The response by the Sheriff/Jail Administrator is the final decision and last administrative remedy available to the inmate within the grievance process. Inmates not satisfied with his final decision may pursue the matter through the judicial process.

An Emergency Grievance will be immediately forwarded to a level of review that can take immediate corrective action and that the jail must provide an initial response within 48 hours and a final decision within five (5) calendar days. This initial response and final decision will document the determination whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the Emergency Grievance.

At any level of the administration process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

SEARCHES

The Walsh County Corrections Center will be kept free of contraband by the staff through regular and irregular searches of inmates, living areas and surrounding areas to which inmates have access.

Pat-Search: Search of an inmate or visitor in which inmate or visitor's clothing is not removed.

Shake down: A search of the entire corrections center facility and all inmates.

Unclothed-Search: A search of an inmate, which requires that all clothing be removed during the search.

Pat-Down Searches

1. All inmates who have left the WCCC will be subject to a pat-down search upon their return.
2. Searches will be conducted where necessary but not in a manner that subjects the prisoner to unnecessary embarrassment.

Inmate Unclothed Search

1. Unclothed search may be conducted upon inmates on admission to the WCCC.
2. This search may be conducted after a pat down and while the inmate is changing from his civilian clothes to the corrections center coveralls.
3. The Arresting Officer or Corrections Officer will check all clothing and body.
4. Unclothed searches will not be used by officers as a means of intimidating or degrading the inmate.
5. Unclothed searches will be conducted only as a necessary to locate contraband or weapons and for no other reason.

Shakedown Searches

1. Shakedowns will be conducted on an irregular basis as determined by the Administrator.
2. There will be at least two or more officers present whenever a shakedown is conducted.
3. The officers will inspect the cell area and all areas that the inmates have access to.

Civilian search

1. Officers may search any civilian upon entering or leaving the WCCC with consent or if he feels the civilian has or is about to commit a criminal offense.
2. All female civilians will be searched by a female corrections officer.
3. Corrections officers will not be allowed to strip search civilians **unless the civilian has been arrested and there is reasonable suspicion to believe the civilian has committed a crime.**
4. All civilians will be searched in a private location.

CONTRABAND

No contraband will be allowed in the WCCC. This will insure the safety and security of the inmates and the staff.

Contraband is:

1. anything not issued by the corrections center
2. anything not sold to an inmate by the corrections center
3. anything received in the mail not approved by the corrections center.
4. anything not specifically approved by the corrections center.

Control of Contraband

1. All contraband will be seized by the staff and turned over to the Corrections Center Administrator along with a written report stating where it was found and when. The Corrections Center Administrator shall determine if disciplinary action is necessary.

Prison Rape Elimination Act (PREA)

The Walsh County Correctional Center maintains a zero tolerance policy of any forms of sexual abuse and harassment of inmates, staff, contractors or volunteers. The WCCC has a policy explaining the agency's approach to preventing, detection and responding to such conduct. Listed below are the definitions of sexual abuse or sexual harassment.

1. Sexual Abuse of an inmate by another includes the commission of sexual act under the following circumstances: If the victim does not consent to the sexual act, if the victim is coerced into the sexual act by overt or implied threats of violence or is unable to consent or refuse to consent to a sexual act because of coercion, persuasion, inducement, enticement or forcible compulsion; subjecting another person to a sexual act who is incapable of giving consent by reason of custodial status; subjecting another person to a sexual act who incapable of consent by reason of being physical restraint or mentally incapacitated; or by prostituting or otherwise sexually exploiting another person. A sexual act includes:
 - a. Contact between the penis and vulva or pines and anus. Including penetration, however slight.
 - b. Contact between the mouth and penis, vulva or anus.
 - c. Penetration of the anal or genital opening of another person however slight, by hand or finger, object or other instrument; or
 - d. Any other intentional touching, either directly or through the clothing of the genitalia, anus, groin, breasts, inner thigh or the buttocks or another person, excluding contact incidental to physical altercation.
2. Sexual Abuse of an inmate by Staff Member, Contractor or Volunteer; includes any of the following acts, with or without consent of an inmate.
 - a. Contact between the penis and vulva or pines and anus. Including penetration, however slight.
 - b. Contact between the mouth and penis, vulva or anus.
 - c. 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.
 - d. Penetration of anal or genital opening of another person 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 of abuse, arouse or gratify sexual desire.
 - e. Any other intentional touching either directly or through the clothing of the genitalia, anus, groin, breasts, inner thigh or the buttocks that is unrelated to official duties or when the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
 - f. Any display by a staff member, contractor or volunteer of his or her uncovered genitalia, buttocks or breast in the presence of an inmate.
 - g. Any attempt, threat or request by a staff member, contractor or volunteer to engage in an act describes in sections a-f of this section.
 - h. Voyeurism by a staff member, contractor or volunteer.
3. Sexual Harassment includes:
 - a. Sexual advances, requests for sexual favors, or verbal comments, gestures or actions of sexual nature by one inmate directed toward another person including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.
 - b. Sexual advances, request for sexual favors, verbal comments, gestures or action of a sexual nature to an inmate 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.

As an inmate at the Walsh County Correctional Center you have the right to be free from sexual harassment, sexual abuse and retaliation by other inmates, employees, contractors or volunteers. Upon intake to Walsh County Correctional Center, you will be provided with information regarding the Prison Rape Elimination Act (PREA). In addition, within thirty (30) days of arrival, you will receive comprehensive PREA training from correctional staff. This training will be available to you regardless of disability or limited English proficiency. Information regarding PREA is posted throughout the facility and is available in your handbook. In addition, PREA material will be provided to you at each DOCR facility.

You may report incidents of sexual harassment or sexual abuse by any inmate, staff, contractor or volunteer to any Walsh County Employee verbally, in writing, anonymously through a third party or to an outside agency at the following address.

External Written Reports
Walsh County Correctional Center
638 Cooper Avenue
Grafton, ND 58237

Nobody deserves to be a victim of sexual violence!

El Centro Correccional del Condado de Walsh mantiene una política de tolerancia cero de cualquier forma de abuso sexual y acoso de los reclusos, personal, contratistas o voluntarios. La WCCC tiene una política que explica el enfoque de la agencia para prevenir, detectar y responder a tal conducta. A continuación, se enumeran las definiciones de abuso o acoso sexual.

1. El abuso sexual de un recluso por parte de otro incluye la comisión de un acto sexual en las siguientes circunstancias: Si la víctima no da su consentimiento al acto sexual, si la víctima es obligada a realizar el acto sexual mediante amenazas de violencia abiertas o implícitas o no puede consentir o negarse a consentir un acto sexual debido a coerción, persuasión, aliciente, incitación o coacción forzada; someter a otra persona a un acto sexual que es incapaz de dar su consentimiento por razón del estado de custodia; someter a otra persona a un acto sexual que sea incapaz de dar su consentimiento por motivo de restricción física o incapacidad mental; o prostituyendo o explotando sexualmente a otra persona. Un acto sexual incluye; a. Contacto entre el pene y la vulva o entre los pinos y el ano. Incluida la penetración, por leve que sea. Segundo. Contacto entre boca y pene, vulva o ano.

C. Penetración de la abertura anal o genital de otra persona por leve que sea, con la mano o dedo, objeto u otro instrumento; ore. Cualquier otro contacto intencional, ya sea directamente o a través de la ropa de los genitales, el ano, la ingle, los senos, la parte interna del muslo o las nalgas u otra persona, excluyendo el contacto incidental a un altercado físico.

2. Abuso sexual de un preso por un miembro del personal, contratista o voluntario; incluye cualquiera de los siguientes actos, con o sin el consentimiento de un recluso.

a. Contacto entre el pene y la vulva o entre los pinos y el ano. Incluida la penetración, por leve que sea.

segundo. Contacto entre boca y pene, vulva o ano.

C. Contacto entre la boca y cualquier parte del cuerpo donde el miembro del personal, contratista o voluntario tenga la intención de abusar, despertar o gratificar el deseo sexual.

re. Penetración de apertura anal o genital de otra persona, por leve que sea, con una mano, dedo, objeto u otro instrumento, que no esté relacionado con deberes oficiales o cuando el miembro del personal, contratista o voluntario tenga la intención de abusar, despertar o gratificar el deseo sexual.

mi. Cualquier otro contacto intencional, ya sea directamente o a través de la ropa de los genitales, el ano, la ingle, los senos, la parte interna del muslo o las nalgas que no esté relacionado con los deberes oficiales o cuando el miembro del personal, contratista o voluntario tenga la intención de abusar, excitar o gratificar la actividad sexual deseo

F. Cualquier exhibición por parte de un miembro del personal, contratista o voluntario de sus genitales, glúteos o senos descubiertos en presencia de un preso.

gramo. Cualquier intento, amenaza o solicitud de un miembro del personal, contratista o voluntario de participar en un acto se describe en las secciones a-f de esta sección.

h. Voyerismo por parte de un miembro del personal, contratista o voluntario.

3. El acoso sexual incluye:

a. Insinuaciones sexuales, solicitudes de favores sexuales o comentarios verbales, gestos o acciones de naturaleza sexual de un recluso dirigidos hacia otra persona, incluidas referencias degradantes al género, comentarios sexualmente sugerentes o despectivos sobre el cuerpo o la ropa o lenguaje o gestos obscenos.

segundo. Insinuaciones sexuales, solicitud de favores sexuales, comentarios verbales, gestos o acciones de naturaleza sexual hacia un recluso por parte de un miembro del personal, contratista o voluntario, incluidas referencias degradantes al género, comentarios sexualmente sugerentes o despectivos sobre el cuerpo o la ropa o lenguaje o gestos obscenos.

Como recluso del Centro Correccional del Condado de Walsh, usted tiene derecho a no sufrir acoso sexual, abuso sexual ni represalias por parte de otros reclusos, empleados, contratistas o voluntarios. Al ingresar al Centro Correccional del Condado de Walsh, se le proporcionará información sobre la Ley de Eliminación de Violaciones en Prisión (PREA). Además, dentro de los treinta (30) días de su llegada, recibirá capacitación integral de PREA por parte del personal correccional. Esta capacitación estará disponible para usted independientemente de su discapacidad o dominio limitado del inglés. La información sobre PREA se publica en todas las instalaciones y está disponible en su manual. Además, se le proporcionará material de PREA en cada instalación de DOCR.

Puede denunciar incidentes de acoso sexual o abuso sexual por parte de cualquier preso, personal, contratista o voluntario a cualquier empleado del condado de Walsh.

Verbalmente, por escrito, de forma anónima a través de un tercero o de una agencia externa en la siguiente dirección.

Walsh County Correccional Center

638 Cooper Avenue

Grafton, ND 58237



North Dakota Department of Corrections & Rehabilitation (NDDOCR)

Address:
3100 Railroad Avenue
Bismarck, ND 58502-1898

Telephone:
(701) 328-6390