PROGRAMS AND SERVICES

INMATE REQUEST FORMS

Inmate Request Forms and Medical Request Forms (KITES) will be available upon inmate requests. These forms can be utilized to request participation in programs or services or for grievance purposes. Medical requests are routed to the Medical Director. Request and Grievances are routed to the Director of Corrections. Inmate requests for visitation must be received forty-eight (48) hours prior to visitation.

An inmate grievance must be filed, using the appropriate form, within forty-eight hours (48) of the event being grieved. The grievance must specify the problem and the people involved as well as the requested action. The Director of Corrections, or his designee, will provide, at minimum, a written response to the grievance. Inmates may request to speak to the Director in person. The decision of the Director is final.

MEALS

- Meals will be served at approximately: 5:00-6:00 a.m. breakfast; 11:30 a.m.-12:30 p.m. lunch; and 5:00 p.m.-6:00 p.m. dinner.
- Inmates who are ill, injured or in lock down status will be required to eat in their cells
- Inmates will be notified by in house audio that it is meal time and will stand in front of their door to receive their meals.
- Spilled foods will be cleaned up immediately
- Uneaten food will be scraped into a garbage container. Food items will not be stored, gambled or given away.
- When an officer comes to the cell door with a meal tray the inmate will immediately appear at the door and take it. Inmates who fail to promptly appear will not receive a tray.
- After meals inmates will return all trays and sporks to Correctional staff.

VISITATION

Visitation schedules will be posted in inmate living areas.

VISITATION RULES

- Visitors unaccompanied must be at least 18 years of age. Persons under 18 must be accompanied by a parent or guardian. Proof of the parent/guardian relationship will be required. Such proof may be a birth certificate or court ordered guardianship.
- Visitors will have a government issued photo identification with them
- A schedule of visitation days and times will be posted in each pod
- Visitors must call in advance to schedule visitation days and times according to which pod the inmate is located in
- All items brought into the facility are subject to search
- All persons entering the facility are subject to search
- Inmates are subject to search prior to entering the visitation area
- Owing to the opportunity to pass weapons or contraband, contact visits are not permitted
- No food, drinks or smoking will be permitted in the visitation area
- Visitation will not be allowed until inmates have been arraigned (fresh arrest)
VISITATION RULES (Continued)

- Any disruptive behavior by any visitor or inmate, or the failure to follow the instructions of any staff member will terminate the visit.
- Any intoxicated person will be denied visitation
- Disruptive or intoxicated persons are subject to being barred from the facility
- Visitors will not be allowed into other parts of the Correctional Facility
- Inmates are required to fill out a visitation list. Only those persons on the list will be allowed to visit. Visitation lists can only be changed on the first day of each month. Those under 18 do not need to appear on the list but must be with a parent
- Visitors must register for visitation at least 15 minutes prior to visitation and wait in the lobby area until it’s their turn.
- Visitors and inmates must be properly dressed. Inmates will wear their uniforms and no provocative clothing may be worn by visitors. Shoes must be worn at all times.
- Children must be under direct parental control and remain within the visiting room at all times
- Once a visitor has left the visitation room they may not re-enter
- Cameras and recording devices are prohibited
- Each inmate will receive two (2) one hour blocks of visitation time each week. Each visit, regardless of duration, will count as one (1) hour.
- Visitors who are believed to present a threat to facility security will not be permitted to visit
- All visits are recorded

MAIL

- Inmate mailing address is P.O. Box 305 Dakota City, Nebraska 68731
- All mail will be addressed to the inmate’s name in care of Dakota County Nebraska Correctional Facility
- There is no limit as to the amount of mail an inmate may send or receive
- All mail will be opened and checked for contraband before being distributed
- All outgoing mail shall have sufficient postage
- Indigent inmates shall receive sufficient postage for three (3) letters each week
- Outgoing mail may be opened if there is reasonable and articulate able suspicion that the safety of the facility is at risk
- All incoming legal mail will be opened in your presence and checked for contraband
- Inmates will not be permitted to retain cash. Money will be placed into the inmate’s Commissary account, checks and money orders will not be accepted
- All unauthorized material received in the mail will be returned to sender
- Mail will be delivered to inmates on those days that it is delivered to the facility

TELEPHONE

- There are collect call phones available to inmates in all general living units
- Personal phone calls are considered a privilege and will carry a fifteen (15) minute limit to permit other inmates to use the phone
- Loud and abusive language while using the phone will not be tolerated
- Telephone privileges are suspended during lock down status
- Telephone privileges may be suspended as part of a disciplinary action
- The telephone will not be left off the hook during overnight lock down
- Misuse of the telephone will be cause for the loss of phone privileges
- All calls are recorded