

**WINONA POLICE DEPARTMENT**

**NUMBER: 100-12 PAGES: 3**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: POLICE DEPARTMENT USE OF THE WINONA COUNTY JAIL**

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**1.0 PURPOSE:**

It is the purpose of this general order to clearly define the rules and regulations pertaining to the Police Department's use of the Winona County Jail facility.

**2.0 POLICY:**

It shall be the general policy of this department that whenever our members are called on to use the Winona County Jail facility in the line of duty, our activity shall be governed by this policy and those additional rules, regulations, and operational memos issued by the Winona County Sheriff's Office which govern and regulate the operations of the Winona County Jail.

**3.0 DEFINITIONS:**

**3.1 Jail Area:** All areas of the LEC assigned to the control and supervision of the Winona County Jailers by the County Sheriff. The area is secured, by steel electrically controlled doors, from all but authorized persons.

**3.2 Booking Area:** Located in the jail area and designated as the area for receiving and processing new inmates and DWI violators. This area includes the Booking Room, the Intoxilyzer Room, and the hallway between the temporary holding cell. Entry to the Booking area shall be through Garage #2 (Sally Port) on the south side of the LEC.

**3.3 Sally Port:** Garage #2 of the LEC is considered a part of the Jail area.

**3.4 Secured Area:** That area designated for use by the inmates, secured from the booking area. Includes such areas as the jail recreation room, laundry room, library, kitchen, and cells.

**3.5 Jail Interrogation Room:** A room set aside inside the Jail area for the interrogation or questioning of inmates and under the control of the County Jailers. Use of this room is only by arrangement with the on-duty Jailer.

**3.6 Jail Entrance - North Door:** Located in the County area of the LEC, the doorway located at the northeast corner of the Jail area. Entry through this door must be with the approval of the on-duty Jailer.

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**3.7 Jail Keys:** Any and all keys which open or unlock any door which enters into the Jail area or unlock any door inside the Jail area.

**3.8 Jail Emergency:** Any incident occurring inside the Jail area which the on-duty Jailer is unable to control and thus requires outside assistance from other Law Enforcement agencies.

**4.0 PROCEDURES:**

**4.1** Officers of this department wishing to use the jail booking area shall enter the jail area through the sally port entrance and shall advise the jailers (through Dispatch) of their intentions and needs.

**4.2** Entry into the jail area by any other entrance must be cleared through the on-duty jailer, and the reason for entry must be stated.

**4.3** No officer of this department shall handle or have in his/her possession any jail keys.

**4.4** No officer of this department shall bring food or drinks into the jail area.

**4.5** No officer shall eat meals in the jail area.

**4.6** No articles of any kind (books, radios, letters, clothing, etc.) which are for use by an inmate shall be brought into the jail area by an officer, except if ordered to do so by the department and while on duty. Articles will be delivered to the on-duty jailer for inspection and where and when permissible presented to the inmate by the jailer.

**4.7** No articles shall be accepted by an officer from a jail inmate for removal from the jail area without it first being checked and cleared for removal by the on-duty jailer, and then only as directed by his/her superior.

**4.8** No officer shall enter the secure area of the jail unless in the company of the on-duty jailer, and then only for department purposes, as directed by his/her superior. Exception would be in the case of a jail emergency.

**4.9** Any officer wishing to interview an inmate of the Winona County Jail shall contact the jailer and make arrangements. Prisoners removed from the jail will be

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removed only with the approval of the jailer. No interviews will be conducted in the secure area of the jail unless approved by the on-duty jailer.

**4.10** Personal visits to inmates of the County Jail will be in compliance with jail visiting rules. No special privileges.

**4.11** No firearm shall be permitted in the jail area. Firearms lockers are provided at Sally Port and the north jail area door entrances for securing firearms prior to entry.

**4.12** Police Department prisoners who are going to court will be turned over to the custody of a Police Officer by the on-duty jailer at the jail north door. The Police Department Officer shall handcuff the prisoner for transport to the court. The prisoner will be returned to the jail area through the north door, at which point a jailer will take custody of the prisoner.

**4.13** The on-duty dispatcher, with a request from a Police officer, can operate the opening and closing of jail doors, with the approval of the on-duty jailer.

**4.14** A copy of the Winona County Jail Rules and Regulations is maintained in the Jail booking room.