Carver County Jail

606 E 4th Street

Chaska, MN 55318

* **How to get a human or leave message for detainee to call back**: ***952-361-1145.***
* **Lockdown times**: 9:30-10:00 am, 11:30 am-12:30 pm, 3:00-3:30 pm, 4:30-6:30 pm, 8:00-8:30 pm, 10:30 pm-7:30 am
* **MAILING DOCUMENTS**: should try to avoid staples, but if staples are unavoidable, jail staff will remove them before giving documents to client.

Carver County Jail

[Inmate Name]

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* **MEETING WITH CLIENT**:
	+ Carver prefers if attorneys call beforehand (952-361-1145) to let them know time and date of meeting so that they can avoid conflicts in client’s schedule such as meal times.
	+ Bring an ID and bar card.
	+ If attorney entered before lockdown starts, can stay with client.
* **PROCESS FOR GETTING FREE PRIVATE CALLS FROM CLIENT:**
	+ Fax or email a letter on letterhead confirming your status as the attorney and include phone number to receive the free calls.
	+ Client submits form to jail requesting your name be added as your attorney to make free private calls.
	+ If attorney needs to reach client, should call 952-361-1145 and tell staff to ask client to call back. No way to leave voicemails.
	+ If there is a problem receiving calls from client, contact Securus: 1-800-844-6591
* **FAX:** 952.361.1150.
	+ As of 4/12/18, they do not allow inmates to send faxes.
* **PROCESS FOR ADDING $$ TO INMATE ACCOUNT**

Can use money to buy phone cards, purchase commissary (beyond basic toiletries including deodorant, toothpaste, toothbrush, shampoo), and snacks/pop, coloring books, coloring pencils, paper to send out letters, stamps.

* + *By Mail:*
		- Need to send money order or certified bank check to the address.
		- Check payable to inmate.
		- Mail to the aforementioned address.
	+ *In Person*
		- If drop off, cash is better.
		- Inmate name
* **ADMISSION OF INTERPRETERS**
	+ The Advocates will need to send a letter to the Carver County Jail Staff, verifying that the interpreter is a registered volunteer interpreter with The Advocates to be admitted.