Sherburne County Jail

Contacts

* General line 763-765-3800 ext. 4 for attorney to leave a voicemail to Jail staff
* Pat Carr (Jail Commander) 763-765-3801 Pat.Carr@co.sherburne.mn.us fax: 763-765-3812 (about what is allowed and what is not)
* Captain Tom Zehwas 763-765-3805 (immigration forms, law library)
* Mark Fritel (clearances) 763-765-3808 Mark.Fritel@co.sherburne.mn.us
* Heidi 763-765-3539
* Medical clinic
	+ Phone: 763-765-3850 (phone interpreter provided for detainees)
	+ Fax: 763-765-3817

Interpreter

* State-certified interpreters preferred
* Non-certified allowed for uncommon languages, need to provide a statement saying they are volunteer interpreters and are not related to the detainees.
* Contact Mark Fritel to get cleared.

Visiting Clients

* All visitors need to sign an authorization to a background check, and send it to mark.fritel@co.sherburne.mn.us or pat.carr@co.sherburne.mn.us to get cleared.
* Attorneys can visit detainees anytime from 8:00 a.m. – 9:30 p.m. outside of the lockdown hours. Regular lockdown hours are: 1:30pm - 2:30pm. You can start the meeting outside the lockdown hour and continue the meeting even if lockdown hour starts during the meeting.

Accessing forms

* Use Lexis Nexus software on the desktop for all legal forms
* There used to be a folder on the desktop with downloaded forms. This folder has been deleted
* Sherburne provides notary service. Detainee can write a request for notary and a supervisor will come to notarize.

Accessing Clients

* Detainees can call their attorney for free
	+ Theoretically, detainees can submit a request to add attorney number. This has been unsuccessful recently, so we suggest calling 763-765-3500 and pressing 2. You will be able to leave a message for the on-duty Sergeant who will call you back and get the information necessary to add you to the free call list. Typically they want you to fax a letter to the jail with confirmation that you are their attorney and a list of which of your numbers they can call for free.
	+ If there is a problem receiving calls from client, contact Securus: 1-800-844-6591
* Detainees cannot send fax
* Attorneys can call 763-765-3800 ext. 4 to leave a message asking the detainees to call back.
* With return address, mail to:
	+ - DETAINEE FULL NAME
		- Sherburne County Jail
		- 13880 Business Center Drive Northwest
		- Elk River, MN 55330
	+ PROHIBITED ITEMS: Gel pen ink, stickers, glued materials (including stick-on return address labels), paper clips, binder clips, envelopes with prongs.
* If you run out of time in getting the documents to detainees, call Pat Carr to fax over the documents to them, and he will transfer it to the detainees

Medical records

* Detainee signs a release of information with the clinic for the clinic to send medical records to attorneys. (25 cents per page) Detainee can also write a kite requesting a release of information.
* Attorneys can fax a ROI request (HIPPA-compliant release of information) to obtain the medical records. Attorneys will still need to pay for the records. Fax: 763-765-3817

Segregation record

* Detainee receives a copy of the determination record, ICE receives a copy as well, ERO does not give the copy to the attorney.
* Otherwise, send a Data Practice Request with Sherburne and pay the relevant fee

Inmate Accounts

* **DEPOSITS**Money may be deposited into the account of in-custody inmates. There are four ways to deposit money on behalf of an inmate:
	1. **Online**
	Visit [ACCESScorrections.com](http://www.inmatedeposits.com/) ([www.inmatedeposits.com](http://www.inmatedeposits.com/)) to create an account and deposit money on behalf of an inmate. There is a fee for online deposits. Deposits are credited to the inmate's account within minutes.
	2. **Telephone**
	Call Access Corrections at 1-866-345-1884 to create an account and deposit money on behalf of an inmate. There is a fee for telephone deposits. Deposits are credited to the inmate's account within minutes.
	3. **In Person at Lobby or Video Visitation Kiosks**
	Deposits are accepted at kiosks located in the Jail Lobby or Video Visitation. The kiosk is provided for cash and credit card deposits only. There is a fee for deposits made on the kiosks.

Please contact Access Corrections at 1-866-345-1884 for any issues with the above deposits