

Public Data Release

219.1 PURPOSE AND SCOPE

This policy provides guidelines to custody personnel when dealing with the public or interested groups when requests are received to share data generated within the facility. It guides personnel in their interactions with the community and with inmates.

This policy is intended to provide custody personnel with guidelines for processing information requests during routine contacts, as well as in the event of an incident or emergency (See the News Media Relations Policy for guidance on media releases).

219.1.1 DATA REQUESTS

All requests for data shall be made in writing on the "request for information" form. Upon receiving a request for data staff shall refer to the "Data Probable Classification" list. If the information is public copies shall be available according to the fee schedule of the Nobles County Sheriff's Office. When the information is not clearly public the request shall be forwarded to the Jail Administrator or his/her designee, who will consult with the data compliance official on the classification of the data. Documentation of the release, denial or classification of the data shall be made on the request form and forwarded to the Jail Administrator.

219.2 RESPONSIBILITIES

The jail administrator is responsible for ensuring that the following information is public and available to all who inquire about it, including:

- (a) Visitation schedule; this should include days and times visiting is allowed and how many visits inmates may receive, as well as reasons why visiting may be restricted.
- (b) Telephone and correspondence rules and availability to inmates.
- (c) A brief description of the education programs.
- (d) Facility rules and limits of discipline.
- (e) Access to personal care items for the indigent inmate.
- (f) Access to medical, mental health and dental care.
- (g) The process by which inmates are oriented to the facility.

Public custody data is available only to those who ask. No information will be released on persons whose booking process is not completed.

219.3 PROHIBITED MATERIALS

Policies, procedures and other data related to the safety and security of inmates, the physical plant or the maintenance of order should not be provided unless directed by the jail administrator.

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219.4 TOURS OF THE CUSTODY FACILITY

Tours of this facility may be arranged through the jail administrator. Authorized tours are subject to facility rules and restrictions:

- (a) Persons who tour this facility must be 18 years old.
- (b) Authorization will be on a case by case basis at the discretion of the Sheriff.
- (c) Individuals entering the jail for a tour are subject to the same rules concerning searches that apply to other visitors.