Kandiyohi County Jail (Willmar)

2201 23rd St NE
Willmar, MN 56201

(320) 214-6700

http://www.co.kandiyohi.mn.us/departments/sheriff/departments/jail/index.php

* **How to leave message for detainee to call back**: 320-214-6700; ext 3616
* **On weekends**: Call 320-214-6700 and the booking ext 3600 and ask to talk to the on duty Jail Sergeant or Corporal.
* **PROCESS FOR GETTING FREE PRIVATE CALLS FROM CLIENT:**
	+ Fax or mail a letter on letterhead confirming your status as the attorney and include phone number to receive the free calls.
	+ Can also email **Linda Berghuis** at Linda.Berghuis@kcmn.us
	+ Client submits form to jail requesting your name be added as your attorney to make free private calls.
	+ If there is a problem receiving calls from client, contact Reliance Customer Service at 1-1-800-896-3201
* **MAILING DOCUMENTS**: no staples, paper clips.

Kandiyohi County Jail

[Inmate Name]

2201 23rd St NE Suite 101
Willmar, MN 56201

* **MEETING WITH CLIENTS**:
	+ Call Linda Burghuis Kandiyohi at320-214-6700; ext 3616 (Linda.Berghuis@kcmn.us) at least 24 hours in advance to schedule the time and date of meeting.
	+ Bring an ID and bar card. You will need to fill out some paperwork upon arrival.
	+ Drive past the facility and make the first left. There is a parking lot right in front of the jail, which is on the left side of the building. When you arrive, go to the window on the right and use the phone if no one is at the window to assist you.
	+ There are no lockers. Signs in the facility state that no phones are allowed, but that is inconsistently enforced. If possible, leave your phone in your car. Even if you are allowed to bring your phone in, you cannot use in while in the facility. Bags are permitted.
	+ Attorneys are given a radio to use to let the guards know when they have finished meeting with their client. If you have additional clients, the guard will bring them in one-by-one as you finish.
	+ The visitation rooms are no-contact. You speak through the glass to your client, but there is a slot to pass paper through if you need to exchange documents or signatures. Clients are only permitted to take legal documents with them. No staples or paper clips allowed.
* **FAX:** 320-231-6504
	+ Clients **can** use fax to send legal documents back to attorney
* **LOCKDOWN TIMES:** 11:00 am – 12:30 pm; 4:30 pm – 6:30 pm. Attorneys must leave during this time, as this is when clients get meals, medications, etc.
* **ACCESS TO IMMIGRATION FORMS**
	+ There is one laptop with all immigration forms that ICE provides. And then there are other laptops that don’t have the forms but can be used to type up forms or other documents.
	+ They can sign up on kite system requesting to use the laptop every Monday and Friday, each time 5h maximum.