



INMATE HANDBOOK



CARLTON COUNTY JUSTICE CENTER INMATE HANDBOOK

“Nothing Changes, if Nothing Changes.”

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The Inmate Handbook is provided for inmates at the Carlton County Justice Center. It highlights the following key points:

- The handbook is for the inmate's benefit and should be read carefully to understand expected conduct, disciplinary actions, grievance procedures, and available services.
- The handbook serves as a basic guide for inmate conduct and facility procedures, emphasizing common sense, decency, and respect towards fellow inmates and staff. It covers that fairness, and respect will be afforded to the inmate, and they are expected to reciprocate.
- Inmates are encouraged to ask staff members for assistance if they have questions.

JAIL RULES

A. Jail Cleanliness:

1. Inmates must make their own beds, clean their cells and day areas daily before any activities occur. Bedding must remain on beds, and bunk areas must remain visible.
2. Inmates must help clean the dayroom areas and microwaves daily.
3. You must dispose your trash in the garbage can.
4. Work-release inmates must clean their areas before leaving for work.
5. Only store items in designated areas, such as your bin or on your desk, anything else will be discarded as contraband.

B. Personal Hygiene:

1. Hair clippers are available for \$5.00; free haircuts are offered after 30 days if funds are unavailable.

** Please note that haircut requests must be submitted to the programmer no later than 12:00 PM on Friday. Requests received by this deadline will be added to the schedule for haircuts on the following Monday.



2. Razors are available for two hours each morning, limited to one per week.
3. Indigent inmates (with less than \$1.99) can order hygiene kits weekly. Found in the back of the handbook.
4. Inmates must wear their full uniform, including pants and shell in the proper manner while out of their cells.
5. You will be required to shower before you are moved to a housing unit.

C. Laundry:

- Inmate laundry needs to be folded and brought to the housing unit officer to ensure all your dirty linen is collected.
- Hoarding laundry will result in disciplinary actions.
- Laundry exchange will be on the following days:
 - I. **Male Housing Side:** Tuesdays- pants, shell, t-shirt, socks, underwear, shorts and sweatshirt.
 - II. **Male Housing Side:** Saturdays- Clothing, towels, and sheets.
 - III. **Special Housing Side:** Wednesday- pants, shell, t-shirt, socks, underwear, shorts, and sweatshirt.
 - IV. **Special Housing Side:** Sundays- Clothing, towels and sheets.
- New blankets can be requested every 30 days.

D. Medication & Supplies:

- Medication and supplies are given at designated times.
- When receiving medications, you are required to come to the cart with a cup of clear liquids.
- Additionally, staff will conduct mouth checks to confirm that the medication was taken appropriately.
- Misusing medications is prohibited and will lead to disciplinary action.



E. Inmate Conduct:

1. Inmates must respect staff and cooperate.
2. Fighting, horseplay, or disorderly conduct is prohibited.
3. Damaging or defacing jail property is forbidden and can result in criminal charges.
4. Inmates are assigned to cells by jail staff, not by choice.
5. Nothing can be placed on light fixtures, vents, beds, doors, or windows.
6. Loud, vulgar, or profane language and racial remarks are banned.
7. Direct orders from staff must be followed.
8. Inmates must avoid the office area.
9. Requests or concerns should follow the proper chain of command.
10. "Staff-chasing" (asking multiple staff for the same thing) is prohibited.
11. Inmates must always have ID cards with them; damaging ID cards results in a \$5.00 fee.

F. Inmate Issued Bins:

- Each inmate is issued a bin containing:

- 2 blankets
- 2 sheets
- 1 bath towel
- 1 hand towel
- 1 wash cloth
- Toilet paper
- 1 cup
- A welcome kit with toiletry items



- Return Policy:

- The issued cup must be returned prior to the inmate leaving the facility.
- If the cup is lost or not returned, the inmate will be charged \$5.00.

PRIVELAGES

A. Canteen:

1. Purchases:

- Inmates with money can buy items through the Reliance phone system (option three for Commissary) using the site code ****6634****, their LID number (on ID card), and a pin from booking. Orders must be completed by Monday night, no later than 10:00 P.M. and are delivered on Thursday.

2. Snack Packs:

- Available Monday, Wednesday, and Friday.

- Snack Pack 217: \$9.00

- Snack Pack 308: \$14.84

- Maximum of two packs per designated days.

- Orders need to be turned in by 12:00 PM to receive the snack pack in the afternoon.

3. 50/50 Split:

-50% of deposits go toward paying a lien; the other 50% is for spending.



B. TVs, iPods and Microwave:

1. TVs and iPods are privileges; TVs will be turned on after you and others in your housing unit clean your cell and the day areas. Your iPod can be disabled if you choose not to take part in cleaning.
2. Volume must be kept low to respect other inmates' privacy, or privileges may be revoked.
3. According to your classification, the remote for the TV will be left in assigned housing units. You will be subject to discipline if the remote is tampered with.
4. The microwave may be removed from the housing unit if the behavior of the inmates does not comply with facility rules.

C. Courtyard:

- You can exercise outside of your cell for up to 1.5 hours Monday through Friday unless privileges are revoked due to disciplinary action.
- Reading materials are available five days a week; book carts will be rotated through housing units. Newspapers are provided on Wednesdays and Saturdays. Misuse of materials can lead to discipline.
- Legal books and reference materials may be available upon request.

D. Personal Photographs:

- Photos can be kept in cells but not hung on walls. Polaroids are not allowed.

E. Telephone and Funds:

- Inmates receive one free 4-minute call after booking. Additional calls can be made through the assigned iPod received after booking.
- Family and friends can prepay for calls at ****reliancetelephone.com****.
- Voicemails can be left using the inmate's LID and pin number. Family or friends can leave phone card numbers they have purchased for you to receive on the voicemail.



- To transfer funds from your commissary account to your reliance account, follow these steps:

1. Select option 3 for Commissary.
2. Then choose option 6 to initiate the transfer. Please note that there is a \$1 fee for this transaction.
3. The transferred funds can only be used for audio calls; they are not applicable for video calls or texting.
4. These funds will be refunded to your commissary account upon your release.

To use your debit time for audio calls, select option 1, followed by option 4.

- Free calls to mental health and health insurance are available.

Health Insurance Navigator: 218-336-5709

MN Warm Lines: 651-288-0400

Mental Health MN Helpline: 651-493-6634

F. iPod Use/Regulations (Text, Phone, and Video):

- iPods are used for texting (\$0.09/message), phone calls, and video calls (\$0.25/minute).
- Text messages are not private. Inappropriate behavior or misuse may result in loss of privileges.
- Requests can be sent via your iPods to Sergeants, Nurses, Programmer, Social Worker, and Corrections Officers.
- Requests are limited to 5 a day.
- iPods can only be used in housing units, and video calls must show only the inmate and video parties face and shoulders.
- Damaged or lost iPods result in a \$200 fee and loss of device privileges for the remainder of the stay.



Reliance Inmate Call Types

1. Inmate Wallet (Texting)

- Offers the cheapest call rates of \$0.25/minute + applicable taxes for audio calls.
- Video calls are not taxed.
- Inmate Wallet funds can also be used to text at \$0.09/text inbound and outbound.
- Funds put on your Inmate Wallet are NOT transferable to Phone Accounts (Phone Time) or a Phonocard.
- Use Option #1 to call using your Inmate Wallet.
- Outside parties can purchase Inmate Wallet funds at www.reliancetelephone.com.

2. Collect Call Accounts

- These are prepaid accounts that outside parties can set up with us by calling our Customer Service at 800-896-3201 M-F 9am-6pm or online at www.reliancetelephone.com.
- Outside parties are responsible for keeping their collect accounts funded. Inmates do not pay for collect calls.
- Use Option #2 to call an outside party using your Collect Call Account.

3. Phonocard

- Phonecards can be purchased at the facility (if available) or online at www.reliancetelephone.com.
- Online purchased phonecards can be loaded onto your Inmate Wallet account by going to “Load Phonocard” on a kiosk or texter. You cannot load a facility purchased phonocard onto your Inmate Wallet.
- Use Option #3 to call an outside party using a Phonocard.



4. Commissary Phone Accounts (Phone Time)

- Phone Accounts (Phone Time) are accounts that are funded through the commissary provider.
- You can purchase phone time by ordering it through the commissary provider's system over the phone.
- Funds placed on Phone Accounts (Phone Time) are NOT transferable to your Inmate Wallet or to a Phonecard.
- Use Option #4 to call an outside party using your Commissary Phone Account (Phone Time).

G. Microwaves:

- Inmates may use microwaves to heat pre-packaged meals or snacks as permitted by facility regulations.
- Microwaves are accessible under supervision.
- Use only approved containers and items that are safe for microwave use, typically provided or vetted by staff.
- Inmates are prohibited from tampering with or attempting to modify the microwaves or their components in any way or you will be subject to discipline.
- Microwaves cannot be used for any purpose other than their intended function (e.g., no threats or harm involving the appliance).
- Inmates are required to clean the microwave daily to ensure it remains in good working order.
- Receptacles are monitored and can be shut off if microwaves are being abused.
- Issued cups are microwave safe.



INFORMATION

A. Bail/Bond Procedures:

- Cash or credit card bail can be posted at the facility. Personal checks are not accepted. Call the jail before posting bail. Bail can also be posted through bond services.

B. Clothing, Bedding, and Towels:

1. Inmates are issued one uniform, underclothes, towels, sheets, and blankets. No extra items are allowed without staff approval.
2. Laundry exchange is twice a week; towels and sheets weekly and blankets every 30 days.
3. Personal clothing is only allowed for jury trials.
4. Blankets must not be left on the floor (fire hazard).
5. Bins for bedding must remain by or under the bunk.
6. Mattresses are prohibited in the day areas.
7. Clothing modifications or improper use (e.g., tearing or wearing incorrectly) is prohibited.

C. Correspondence:

1. Inmates can write letters and purchase envelopes. Indigent inmates can request envelopes via Stellar.
2. Only items postmarked by the Post Office are accepted. No personal checks.
3. Mail is inspected for contraband. Photos, cash, and other prohibited items are not allowed.



4. Outgoing letters must be unsealed for security inspection.

D. Mail Contraband:

- Blank paper
- Envelopes
- Food
- Medication
- Phone cards
- Inappropriate materials, etc.

E. Mail Guidelines:

1. No offensive/gang-related words, symbols, or graffiti allowed in mail.
2. A return address with the full name (no nicknames) must be on all outgoing/incoming mail.
3. Excess mail will be returned to property if not stored properly.
4. Carlton County Jail mailing address:
 - Carlton County Justice Center
 - c/o your name
 - 1780 Justice Drive Suite 1200
 - Carlton, MN 55718-0530
5. Special Correspondence:
 - Mail to/from legal representatives, government officials, or courts must clearly be labeled as special. Failure to label properly will result in it being treated as general mail.



F. Discipline Procedure:

1. Inmates will be notified in writing of rule violations and disciplinary actions with the following goals:

- A. Maintain order and obedience to facility rules.
- B. Ensure the protection of inmates, staff, and the public.
- C. Hold inmates accountable for inappropriate behavior and teach self-control.

2. Major Violation:

-Includes serious offenses like assault, escape attempts, or possession of contraband. Penalties can include:

- Loss of good time credit
- Confinement to Disciplinary Segregation
- Loss of privileges (e.g., TV or iPod)
- Criminal charges

3. Minor Violation:

- Less serious infractions such as disobedience or hygiene issues. Disciplines may include:

- A. Loss of privileges (e.g., TV or iPod)
- B. Loss of programming access
- C. Restrictions on commissary items

G. Appeals:

-Inmates can appeal a violation by filing out a request within 24 hours of the incident. An appeal will be reviewed by the Jail Sergeant.



H. Grievance Procedure:

- Inmates can file grievances if they feel they were treated unfairly. Grievances should be managed first by the chain of command and escalated if unresolved. Jail Sergeant, Jail Administrator all the way to the Chief Deputy. Abusing the grievance system may lead to disciplinary action.
- Grievance issues need to be filed within 14 days of the complaint or issue.

I. Authorized Possessions: - All items must be stored in your bin appropriately.

1. Up to two soft-covered books or magazines.
2. Legal or religious materials.
3. Correspondence letters must be stored in bins or property.
 4. 1 pair of glasses/ contacts' case. No sunglasses.
 5. Photographs- no polaroid.
 6. 1 cover shirt
 7. 1 set of undergarments
 8. 1 pair of socks
 9. 1 pair of shorts
 10. 1 sweatshirt
 11. 2 blankets
 12. 2 sheets
 13. 1 towel, one hand towel, and one washcloth

J. Contraband:

- Items not approved by staff are considered contraband and will be confiscated.



- Possessing contraband (e.g., weapons, drugs, flammable materials) is a felony under Minnesota State Statute #243.55.

K. Medical Services:

1. Medical and dental concerns can be brought to staff or by submitting a request using your iPods to the nurses.
2. Regular medical services are provided at scheduled times. There is a \$10 co-pay for medical care unless deemed medically necessary.
3. Prescription medications are managed by staff and nurses and must be requested properly.

L. Money:

- All money is deposited into the inmate account, either electronically or at the lobby kiosk. - A maximum of \$300 can be deposited via ***jailatm.com***

-Upon release you will receive a debit card or check with your remaining funds.

1. Medical Co-Pays:

-Any money in the inmate account can be used to pay for medical co-pays, prescription costs, and other fees.

2. 50/50 Split:

-Half of the inmate's money goes towards their lien, with the other half available for spending. The remaining balances will be used to pay off debts.

3. Work Release:

-Inmates on work release must manage their funds properly to avoid violations.

4. Check/Debit Issuance Upon Release:

-Upon release, inmates receive a check if they are transferred to another facility for their remaining account balance. If the check is lost, there is a \$30 replacement fee. If you are reintegrated into the community a debit card will be issued.



M. Emergency Alarms & Evacuation:

- Follow staff instructions during an emergency alarm. Stay calm, do not panic, and adhere to plans provided by correctional officers.
- If there is an emergency in the facility you will be notified via intercoms and must lock down.

N. Meals:

- Breakfast: 7:00 AM
- Lunch: 11:30 AM
- Dinner: 4:30 PM
- You are required to line up in the day area with your ID card, ready to receive your meal.
- Inmates with special needs or illnesses may have meals delivered to their cells upon approval.
- All meals are served with spoons and must be turned in during tray pick up. Items not returned will result in cell searches.

O. Lights and Lockdown Times:

1. Lights will turn on and cell doors will be unlocked at 7:00 AM. You will be notified via the intercom to stand at your door to ensure it unlocks in time.
2. Lockdown occurs at 5:30 PM- 6:30 PM, as well as 10:00 PM- 7:00 AM daily.
3. TV's will be turned off during lockdown times.
4. Lights will turn off and cell doors will be locked at 10:00 PM- 7:00 AM.



P. Formal Headcounts:

- Headcounts will be conducted at various times throughout the day. You are required to be present in your assigned housing unit.
- Special accommodation to being absent from a headcount, such as medical appointments or court hearings need to be approved through the housing officer.

Q. Escorted VS. Non-Escorted Movements:

- Your classification determines whether you will be escorted or non-escorted by an officer through the facility.
- Higher classification levels will require staff escorts for safety and security purposes.
- Lower classification levels will allow the inmate to move about the facility without an escort. You are required to walk on the line, located on the floor, in a single- file line.
- This system is in place to ensure proper supervision and maintain security based on individuals' behavior and classification status.
- Cameras are in place throughout the facility to monitor behavior and maintain order.

R. Floor Line Colors:

- Green- represents male housing.
- Blue- represents female/special housing and booking.
- White and Black- lead you to professional visit areas.

S. Door Colors:

- Gray- Are staff only doors and should not be interacted with.
- Blue- Allows an inmate with permission from an officer to utilize the door.
- Purple- Exclusive doors to the Justice Involved Female Program only.



-Green- Are specific to male housing and programs.

T. Programs:

- Inmates are encouraged to participate in educational, recreational, and support programs, based on individual needs and capabilities.
- The Program Coordinator will meet with inmates once classified and moved into a housing unit.
- Available programs include Men's and Women's religious services, Men's and Women's Bible Study, Alcoholics Anonymous, Experience Recovery, Parent Education, Family Friendly Visiting, Minnesota Teen Challenge, Talking Circle, and Fond Du Lac Women's Group
- Recreation will be offered.
 - Any form of fighting, horseplay, misconduct or disorderly conduct among inmates will not be tolerated. Any damage or defacing of walls, equipment, fixtures of any jail property will not be tolerated.
 - Not following the recreation rules and guidelines could result in disciplinary action.

U. Religious Services:

- Volunteer staff provide religious services and Bible study. Inmates may request other religious services through the Program Coordinator.

V. Visitation:

- **No IN-PERSON visits are allowed.** Only video visits are permitted.
- Video visit stations are available for use in the lobby if visitors don't have access to personal devices.
- Visitors need to schedule visits through **reliancetelephone.com** by creating an account and selecting a time slot.
- Visitors will choose a notification method (email or text).



- Upon arrival, staff will verify IDs and time slots, then provide a PIN to use at the kiosk for the video visit.
- You will then get a notification on your iPod notifying you of your visit.
- Visiting days will be as the following:
 - I. **Tuesdays- 1 P.M- 4:30 P.M OR 7 P.M- 9 P.M**
 - II. **Thursdays- 1 P.M- 4:30 P.M OR 7 P.M- 9 P.M**
 - III. **Saturdays- 1 P.M- 4:30 P.M OR 7 P.M- 9 P.M**

W. Access to Courts and Counsel:

- Inmates can access legal counsel through court-appointed attorneys, personal attorneys, or written communication. The facility will provide secure areas for attorney-inmate communication and the signing of legal documents.

X. PREA (Prison Rape Elimination Act):

- Carlton County Justice Center has ***zero tolerance*** for sexual abuse or assault.
- Inmates have the right to be free from such abuse and can report incidents anonymously.
- Reporting options include:
 1. Use your iPods to access the PREA tip line.
 - I. Select option 2
 - II. Choose option 5 to file a PREA incident report
 - III. Leave a message with the details of the incident being reported. The message is recorded, and jail staff will be notified immediately, and you will remain anonymous.
 2. Family members or friends may report any allegations of abuse or sexual assault on your behalf.
 3. You may tell a trusted staff member or submit a written request.
 4. Any abuse of the PREA tip line will result in disciplinary actions and may result in criminal prosecution.



Y. PUBLIC DEFENDER CONTACTS

Last Name	First Name	Phone Number
Benfield	Matthew	(218) 302-8800
Boenigk	Thomas	(218) 302-8808
Bunch	Jason	(218) 302-8826
Burke	Cece	(218) 461-4394
Cornwell	Kevin	(218) 461-4470
Corradi	Kimberly	(218) 440-1019
Corradi-Simon	Jaclyn	(218) 262-5502
Deal	Todd	(218) 741-0475
Downs	Jeremy	(218) 727-7221
Finkelstein	Eliana	(218) 302-8811
Forti	Hannah	(218) 969-6110
Haddorff	Aaron	(218) 461-4396
Haedrich	Derek	218-208-2860
Hasan	Syed	(218) 302-8812
Hynum	Steven	(218) 302-8803
Jacobson	Tessa	(218) 355-8740
Kaczmarowski	Jacob	(218) 461-4450
Kleinendorst	Jacki	(218) 262-0064
Lew	Daniel	(218) 302-8805
Lind	John	(218) 302-8815
Malvick	Brian	(218) 461-4557
Mayberry	Brittani	(218) 302-5118
McGivney	Robert	(218) 302-8816
Muhich	Mark	(218) 535-7006
Olson	Brent	(218) 461-4587
Perunovich	James	(218) 262-0064
Ryan	Michael	(218) 302-8828
Saumer	Alexander	(218) 461-4395
Schmid	J.D.	(218) 302-8823
Shaw	Rebecca	(218) 302-8818
Shaw	Keith	(218) 302-8825
Surges	Veronica	(218) 302-8822
Swanson	Adley	(218) 302-8813
Wallace	Gerald	(218) 727-3880
Whiteside	Lara	(218) 535-7003
Williams	Bruce	(218) 741-1230
Zimm	Laura	(218) 302-8810

Revised 02/04/25



SNACK PACKS & INDIGENT KITS

308 Snack Pack

- 1- 5000 M&M Plain
- 1-5043 Butterscotch Candy
- 1- 5061 Starburst
- 1- 7002 BBQ Chips Plain LSS
- 1- 7004 Cheetos LSS
- 3- 6002 Coffee Single
- 2- 6007 Lemonade Mix Single
- 1- 7013 Hot Fries

217 Snack Pack

- 1 – 5004 Snickers
- 1 – 6224 Mt Dew 20oz
- 1 – 7023 Famous Amos Chocolate Chip Cookies
- 1 – 7002 BBQ Chips

9376 Carlton 30 Day Indigent Kit

- 1- 2001 Spring Green Soap 5oz
- 1 – 2044 Men’s Clear Blue Stick Deodorant 2.5oz
- 1- 2062 Fluoride Fresh mint Gel 2.75oz
- 1- 4001 White Writing Tablet 50 ct.
- 8- 4021 Stamped Envelope
- 1- 4049 Blue Flex Pen
- 1- 4045 Eraser
- 2- 2021 Shampoo 4 oz Small
- 1- 2071 Handle less Toothbrush (thumb print)

9269 – Carlton Indigent Kit

- 1- 100 .85 oz. Wrapped Soap
- 1- 102 .85 oz. Toothpaste
- 1- 2021 Shampoo 4 oz. Small
- 1- 2071 Handle less Toothbrush (thumbprint)
- 1- 130 1.6 oz. Ind Stick Deodorant
- 2- 4021 Stamped Envelope
- 1 – 4049 Blue Flex Pen

9299 – Carlton Admission Kit

- 1- 2140 5” Comb
- 1- 100 .85 oz. Wrapped Soap
- 1- 102 .85 oz. Toothpaste
- 1- 109 2 oz. Shampoo
- 1- 2071 Handle less Toothbrush (Thumb print)
- 1- 130 1.6 oz. Ind. Stick Deodorant
- 1- 4049 Blue Flex Pen



CARLTON COUNTY JUSTICE CENTER PROGRAM SCHEDULE

PROGRAM	DATE/TIME
SUNDAY WOMENS BIBLE STUDY	SUNDAY EVENING
SUNDAY MENS CHURCH GROUP	SUNDAY AFTERNOON (CLASSIFICATION ROTATION)
MENS WELLNESS IN THE WOODS 1:1 & PEER SUPPORT GROUP	MONDAY AFTERNOON
FDL WOMENS SUPPORT GROUP	2 ND & 4 TH TUESDAY MORNING
EXPERIENCE RECOVERY (CLASSIFICATION/GENDER ROTATION)	TUESDAY AFTERNOON & THURSDAY MORNING
WOMENS WELLNESS IN THE WOODS & PEER SUPPORT GROUP	WEDNESDAY MORNING
PARENT EDUCATION	WEDNESDAY & FRIDAY MORNING
JOB WORKS	WEDNESDAY AFTERNOON
TALKING CIRCLE	THURSDAY AFTERNOON
MENS BIBLE STUDY	2 ND & 4 TH FRIDAY AFTERNOON
WOMENS ARTFUL RELAXATION	TUESDAY AFTERNOON

Once you return your ***Program Interest Sheet***, you will be added to the attendance list for the programs. The list is by arrest date. Once you refuse to attend a group three times, you will be removed from the list.

Note, you may rotate weekly/daily based off gender and classification. Program opportunities will rotate when the inmate population is high.



Revised 02/04/25