

INMATE

HANDBOOK

36245 Main Street
P.O. Box 67
Whitehall, WI 54773

Phone: 715-538-2311, Ext. 452
Fax: 715-538-2148
Email: tcjail@trempeleaucounty.com

Trempealeau County



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The Trempealeau County Jail is managed and controlled by the Sheriff and his/her staff. Rules, orders, and posted instructions must be followed. The following information will help guide you during confinement. Jail rules are designed to ensure safety and security of the facility, inmates, staff, visitors and contractors. Violation of jail rules may result in discipline, loss of good time, revocation of Huber and/or criminal prosecution.

Admissions

After the booking process is complete, you will be allowed one successful telephone call. Generally, detainees remain in a temporary holding area until released or appear in court. Inmates who remain in custody after Court, shall be classified, searched, issued jail property and moved into general population. It is your responsibility to inform jail staff of any safety concerns or medical/mental health needs you have to ensure proper care. Inmate orientation may be available to you through the kiosk located in your cell block.

Court

If you are unable to secure your release; you will appear in court on the next available court date for a bond hearing which normally takes place in the afternoon. If you cannot afford an attorney, contact the Public Defender's Office after receipt of criminal complaint at 715-284-9553. Court appearances may be held by video conference.

Consular Notification

Notify custody staff if you are not a U.S. Citizen and wish to contact the U.S. Consulate Office, if you have not already done so. The consular may help obtain legal representation and may help contact your family.

Initial and Primary Classification

An objective classification system is used to determine inmate housing, work and program assignment and is based on criminal record, gender, behavior, medical/mental health conditions and any other factor necessary. At booking an initial classification will be completed prior to movement to general population. After 72 hours, designated Classification Officers will conduct a Primary Classification interview, review your status and schedule reclassification. You will be notified of your classification level in writing. Reclassification is based on inmate behavior, rule compliance, change in legal status, and/or safety/security issues and may occur anytime. It is your responsibility to notify the jail immediately of any safety concerns. Inmates may appeal their classification level by submitting it in writing to a Jail Supervisor.

Trempealeau County Jail is equipped with visual/audio surveillance capabilities & staff of both genders may be monitoring the jail proper & surveillance equipment for safety & security reasons.



Classification Rules

Major Violations (continued)

- F. Offenses against health, safety, etc.
63. Creating a health, safety, or fire hazard. This includes blocking vents.
 64. Possession or introduction of contraband.
 65. Possession, introduction, or use of any narcotic, paraphernalia, drugs, tobacco, unauthorized medication or intoxicants.
 66. Misuse of medication.
 67. Violation of Huber or Electronic Monitor program.
 68. Alteration of food or drink and/or making of intoxicants.
 69. Encouraging a riot or hunger strike.
 70. Plugging sink, shower, or toilet.
 71. Expelling body fluids.
 72. Tattooing self or others.
 73. Feigning illness or injury.
 74. Unauthorized contraband.

Sexual Harassment, Sexual Abuse, Rape

Trempealeau County has a zero tolerance for sexual harassment, sexual abuse or rape. If you suspect or are aware of such violations, immediately notify on duty custody staff, jail supervisor or jail nurse verbally or in writing. You may also contact outside resources such as victim services at 715-538-2311.

Immediate action shall be taken & investigation initiated on any such sexual abuse reports. Information regarding the prevention of sexual assault and harassment may be found in the jail library.

MAXIMUM

- Lights out/lockdown at 9pm
- TV privileges until 9pm
- Phone privileges until 9pm
- One on one clergy visits with pre-approval
- NO recreational programming
- Will be handcuffed & shackled during movement
- May order HYGIENE ITEMS ONLY from commissary
- May NOT have Razors
- NOT eligible for inmate worker or trustee

MEDIUM

- Lights out/lockdown at 10:00 pm
- TV privileges from 6am to 10pm
- Phone privileges until 10pm
- Access to the recreation room up to twice daily
- Access to approved programming
- May order up to \$25 worth of items per week from commissary
- NOT eligible for inmate worker
- May be eligible for trustee
- May cut hair 1st Sunday of each month.

MINIMUM

- Lights out/lockdown at 11pm
- TV privileges from 6am to 11pm
- Phone privileges until 10pm
- Access to the recreation room up to twice daily
- Access to approved programming
- May order up to \$50 worth of items per week from commissary
- May be eligible for the inmate worker program or trustee
- May cut hair the first and third Sunday of every month.
- May stay up until midnight every Saturday
- May order up to \$50 worth of items per week from commissary



Classification Rules

HUBER

- Lights out at 11pm
- TV privileges from 6am to 11pm
- Phone privileges until 10pm
- May remain awake until midnight every Saturday
- May attend approved appointments outside the facility
- Access to approved programming; either in/out of facility
- Access to the recreation room up to twice daily
- May order up to \$50 worth of items per week from commissary
- May be eligible for the inmate worker program or trustee
- Can go out for medical appointments

Personal Property

When moved into general population, your personal clothing & items will be stored in a secured locker. A tote will be issued to store jail approved personal property in your cell as follows: The jail will provide: jail uniform, sandals, bedding and hygiene kit containing: 1 cup, 1 toothbrush, 1 comb, 1 toothpaste, 1 bar of soap, 1 shampoo, and 1 soap dish at a cost of \$2.85. You may also have the following items in your cell:

5 plain white T-Shirts	5, plain white socks	5 plain white underwear
5 approved photographs	2 bras (no underwire)	soft bible or prayer book
Limited amount of mail	court/legal paperwork	commissary items
Pencils	1 deck of cards	1 pair plain white thermals
Soft covered bible	Embossed envelopes	Court & legal papers
Limited personal papers		

Visitors may provide you with the clothing items above contained in a factory sealed package. Approved personal items will be marked with your name & laundered prior entering the cell block.

Unauthorized items are considered contraband which is a jail violation. If you are in possession of contraband you will be subject to discipline and/or criminal charges. Storing of excessive property is prohibited & will be resolved by discarding and/or storing items in your jail issued locker.



INMATE

Major Violations Continued

- C., Offenses against property
28. Theft, including use of another inmate's ID number or telephone minutes.
 29. Damage or destruction of any county owned property.
 30. Rioting.
 31. Possession of money.
 32. Possession of another person's property.
 33. Altering or modifying jail issued uniforms in any way or form.
 34. Hanging clothing, linen, blankets, from bunks, cell bars, gates, etc.
 35. Covering jail cameras.
- D. Offenses impeding administration of justice
36. Lying, omitting, or making false statements.
 37. Offering bribe or anything of value to any official, visitor, or staff member.
 38. Obstructing an investigation.
 39. Deviating Huber, EM, or any other court ordered sanction rule.
- E. Offenses Posing a threat to security & order of the jail
40. Creating a disturbance.
 41. Willful disobedience of a valid order and/or rules.
 42. False alarm.
 43. Escape, attempted escape, planning an escape.
 44. Huber walk away, failure to report to jail.
 45. Interfering with the Court.
 46. Possession or introduction of weapons, explosives, or unauthorized tools.
 47. Setting fires.
 48. Tampering with or blocking any locking device.
 49. Wearing or making a disguise or mask.
 50. Possession or making forged documents.
 51. Failure to cooperate with a search of your person or property.
 52. Making threats towards others.
 53. Possession of, wearing, manufacturing/distributing any gang related activities.
 54. Extorting other inmates.
 55. Resisting an officer.
 56. Unauthorized communication (notes, letters, telephone, visits, email, etc.)
 57. Smoking or introduction of tobacco or smoking materials.
 58. Obstructing view of inmate or cell.
 59. Sending items outside the facility through visitors, vendors, program staff.
 60. Failure to follow jail emergency procedures as directed by jail staff.
 61. Note passing between inmate & any other person inside or outside the jail.
 62. Gambling.



Minor Violations Continued....

14. Showing, in any way, disrespect to jail staff including use of profanity.
15. Covering facial area with blanket, sheet, or any other item.
16. Use of obscene language and/or gestures.
17. Failure to perform assigned tasks adequately.
18. Failure to maintain appropriate hygiene.
19. Barter or lending.
20. Failure to cooperate with laundry exchange.

B. Major Violations

Sanctions may include the following:

- * Punitive Segregation, not to exceed 10 days per violation.
- * Loss of good time, will not exceed 2 days per violation
- * Loss of Huber privilege, maximum 5 days per violation
- * Serious violations may result revocation of Huber and/or good time.
- * Restriction of privileges for more than 24 hours

Disciplinary Due Process Hearing

Major rule violations are defined as any violation which major discipline may be imposed, are often a threat to the safety, security or efficiency of the facility, staff, inmates, or visitors. Inmates may be moved to administrative segregation housing for prehearing detention. Inmates will be provided a written description of the incident & rules violated. You have the option to waive the hearing & receive immediate disposition. Inmates have the right to make a statement, present evidence & call witnesses at the hearing. Requests for witnesses shall be submitted in writing to the Jail Administrator no later than 12 hours before the scheduled start of the hearing. The request must include a brief statement on what the witness is expected to say. Inmates shall receive a written decision on the hearing results and sanction(s) to be imposed, if any. Inmates who wish to appeal the decision of the hearing officer(s) may do so in writing to the Jail Administrator within 5 days of the decision.

Major Violations (Not all inclusive)

- A. 21. Violation of any law, Wisconsin State Statute or Ordinance.
- B. Offenses against any person(s)
 22. Assaults, fights, or threatening bodily harm.
 23. Sexual assault, sexual advances, sexual harassment, sexual threats, Rape.
 24. Indecent exposure or displaying of obscene materials or photos.
 25. Racial, ethnic, or sexual orientation slurs.
 26. Use of telephone, mail or email to harass or threaten another.
 27. Threatening conduct including extortion, blackmail & protection, etc.



Inmate Requests

You may contact jail staff, jail supervisors and/or the Jail Nurse with questions or concerns by submitting a written request through Stellar kiosk located in your cell block. You will need to obtain a jail issued ID number from jail staff to access the kiosk. Although kiosk request are reviewed daily, it's important to notify jail staff immediately if you have an emergency to avoid delay.

Note: Initially, you will need to read & acknowledge Prison Rape Elimination Act (PREA) information and inmate rules before proceeding with submission of kiosk requests.

Jail Uniforms

Jail issued uniforms & footwear shall be worn at all times except lockdown. Uniforms will be appropriate size as determined by custody staff. Uniform pants will be pulled up above the hipbone & will not be rolled up at the ankle. T-shirts and thermals shall be worn under the jail uniform. Inmates will be charged a replacement cost for jail issued uniforms if damaged. Shower shoes are recommended when showering.

Laundry

Linens, uniforms & personal laundry are washed Wednesday & Saturdays. Towels & wash cloths are exchanged daily prior to lockdown. Blankets are washed a minimum of once monthly. Refusal to exchange uniform or bedding for laundering may result in disciplinary action.

Hygiene & Haircuts

Inmates are expected to maintain clean personal hygiene and shower regularly as not to be offensive to others. Showering or changing in the dayroom area is prohibited while video visitation is in use. Hygiene items may be purchased through commissary via Stellar kiosk. Indigent inmates may order "indigent paks" containing hygiene products through commissary on a weekly basis & will be billed the cost.

An electric clipper is available for use the first Sunday of the month to cut hair and/or trim beards. Minimum classification 1st and 3rd Sunday of the month. You are expected to disinfect the clippers after using it. Employed Huber inmates may schedule a haircut only at a local barber/beautician with pre-approval of custody staff.

Single use razors are available at a cost of .10 and may be requested via kiosk for use on Sunday morning. Razors shall be restricted if there is a safety/security concern or based on level of classification. Razors are not to be used to shave your head. Razors shall be returned to custody staff intact after use. Fingernails shall be kept short & use of nail clippers may be requested through the kiosk directed to medical. For sanitary reasons, do not share hygiene items!



Housekeeping

ALL inmates will clean the dayroom & assigned cell with cleaning supplies provided by custody staff each morning. You will remain awake & out of your bunk from 6:00 am—7:00 am for breakfast, med pass, and cleaning. Bunks shall be made neatly & remain so when not in use. Cells shall remain clean & orderly at all times. Do not affix items to jail property such as doors, windows, window sills, walls, bunks, lights, vents, intercoms, mirrors, cell bars, ceilings, etc. Blankets may be used as a cushion to sit on the dayroom floor or bench. Trash will be removed from the cell blocks daily. Showers will be thoroughly cleaned by a designated inmate worker supervised by custody staff every Fridays. Cleanliness will help limit the introduction & spread of disease, as well as make living conditions more tolerable.

Meals

3 nutritious meals are provided daily; 2 of which are hot. Special diets may be provided as prescribed by a qualified health care professional. You may abstain from any foods that violate your religion; substitutes for the items may be provided consistent with available resources. Inmates are expected to remain awake & shall retrieve their own food tray. Disinfectant wipes will be given to wipe tables & food trays. Trays & utensils shall be retrieved by custody staff. Do not save perishable food items nor discard uneaten food in the trash!

Head Count

Head counts will be conducted at meal times and at any time the custody staff requires an accurate accounting of inmates. Inmates will be expected to line up in front of their assigned cell during this activity.

Commissary/Canteen

Inmates may order commissary items via Stellar kiosk located in each cell block. Canteen is generally delivered on Thursdays; with the exception of holidays. Commissary may be restricted based on safety & security, discipline, sanitary issues, medical, or classification level. Commissary orders are limited to \$50 weekly for minimum classification and \$25 for medium classification. Three variety of snack packs are available at a cost of \$3.00 to \$3.50 and may be requested prior to lockdown. Perishable items may not be stored in the cells such as fruit, milk, juice, or un-wrapped food items. Family/friends may deposit money into your account at the jail kiosk located in our lobby or by accessing via internet at www.jailatm.com.

Complaints/Grievances

Inmates may file grievances relating to conditions of confinement by submitting a request for a grievance form on the jail's kiosk. Grievances will not be accepted on behalf of others. They may not challenge rules & policies, state or local laws, court decisions and probation/parole actions. The grievance process is for legitimate problems or complaints only and abuse may result in disciplinary action. The following process will be followed in filing a grievance:

1. Complete grievance form describing issue or problem. Try to resolve problem informally with a jailer, if possible. If the issue is sensitive or creates safety issue, the grievance may go directly to a Jail Sergeant.
2. If unable to resolve informally, the grievance may be placed in a sealed envelope & forwarded to a Jail Sergeant.

Jail Rules & Regulations

The following rules are in place for safety & security along with control & order of the jail. Violation(s) may result in disciplinary action, reimbursement for damages, and/or criminal charges. It is your responsibility to read the handbook & become familiar with the rules. Sanction will vary depending on seriousness of the violation.

A. Minor Violations

Sanctions may include the following:

- *Verbal Warning
- *Written Warning
- *Administrative lock down
- * Restriction of privileges for 23 hours or less
- * Punitive segregation for 23 hours or less
- * Removal from work detail

Minor Violations (Not all inclusive)

1. Failure to follow jail staff orders, procedures, or posted instructions.
2. Unnecessary noise: shouting, yelling, singing, pounding, banging, etc.
3. Displaying gang signs.
4. Failure to clean, maintain sanitary & orderly housing conditions.
5. Possession of excess items: mattress, linens, uniforms, towels, food/drink.
6. Entry into another inmate's cell or unauthorized area.
7. Standing or laying on benches or tables.
8. Failure to wear complete uniform outside of assigned cell.
9. Unauthorized verbal contact with an inmate in another housing unit.
10. Giving/receiving anything of value from another inmate.
11. Possession of any unauthorized item.
12. Unauthorized use, misuse, covering, writing on or defacing of jail equipment, uniforms and/or other county property.
13. Intentionally activating duress alarms.



Health Care Services (Medical, Mental Health, Dental)

Requests for non-emergency health care is submitted via the kiosk directed to medical staff. If an emergency exists, notify custody staff immediately! Inmates are responsible for the cost of their health care costs including co-pay as designated by County ordinance. Access to health care shall not be denied based on inability to pay. If you do not have insurance, information on Badger Care & Marketplace Insurance is available through our medical staff. Medications are generally dispensed twice daily at designated times. Submit a written request slip for PRN medications. Most medications are returned to you at release. Any medications that have been left at the jail & not retrieved within 2 weeks of release will be destroyed. Please notify medical staff if you have open wounds, become ill or injured.

Mental health counseling is available weekly, on an as-needed basis provided by the jail's contracted Crisis Therapist. If you are experiencing an emergency medical or mental health issue, please notify the on-duty jail staff immediately!

Inmates may direct any dental care issues directly to the Jail Nurse via the jail's kiosk.

Personal Conduct

Respectful conduct is expected towards others regardless of religion, race, beliefs or reason for incarceration. Disruption or disrespectful behavior will not be tolerated. Control of jail property, intimidation of others and any attempt to organize or control a cell block is strictly forbidden.

Jail Emergencies

In the event of a jail emergency, please follow the directives given by jail staff, law enforcement personnel and/or emergency response units. If you have an emergency in the cell block & the jailer is not present, loud noise will activate the duress alarm. Waive your hands at the surveillance equipment to alert staff. Please do not do this if it is not a true emergency.

The office has a "no hostage" policy in place & available resources shall be used to end a hostage situation should one occur.

You may be locked down in your cell during the event, moved to another housing location or evacuated depending on the severity of the situation. Evacuation routes are posted throughout the jail. Our priority in all cases is safety of inmates, staff, and other persons present.

Mail/Publications/Email

All incoming/outgoing mail will be handled through the US Post Office. Jail Staff may read & inspect non-privileged mail for safety & security reasons. Privileged mail between the inmate and his/her attorney will be opened & inspected in the presence of the inmate. Indigent inmates will be allowed to mail 2 standard envelopes per week. Indigent inmates may send legal mail only to courts with active cases or appeals, and attorney of record on these cases. Mail is generally processed weekdays, excluding holidays, in the evening and mailed the following day. Inmate mail delivery will not include the envelope it was received in for safety/security reasons, however, the return address will be provided to you.

Outgoing mail will include your name & return address as the Trempealeau County Jail. Materials that depict offensive, pornographic, violent, gang related, or illegal substances shall be removed, inventoried, and may be placed in the inmate's locker or disposed of. A non-delivery of mail will be provided to an inmate at any time incoming/outgoing mail is held. Books, newspapers, and magazines will be made available depending on available resources. Inmates may continue to receive publications directly from the publisher with approval of the Jail Administrator. Access to the publication will be at the discretion of the Jail Administrator.

Inmates may correspond with family or friends via Stellar kiosk email system. All emails are scanned for safety & security prior to sending/receiving. The cost is .50 per email and may be ordered through the jail's ATM web-site or jail phone.

Visitation

Inmate visitation is conducted by video. Family & friends may preschedule visits through www.jail.atm.com or by calling the jail directly to schedule an on-site video visit. Visits are daily, depending on classification, 8am—10:30 pm. Restrictions may occur due to meal times, court, classification, emergencies, or no contact violations. All visitation is subject to monitoring & recording. Professional visitors may schedule on site visits other than meal times. Visitors who gain access to the jail are subject to search and inmates will be searched after contact visits. Visits may be terminated at any time due to safety & security of the facility or inappropriate conduct. Absolutely no inmates are permitted to shower or change clothing while video visitation is in use. For off-site visits (Skype), the end user must have proper computer equipment, camera and will be assessed a fee of \$4.95 for a 15 minute call. On-site visits are at no cost.

Programs

Inmate programs will be offered based on availability of funding, community resources, approved contracted providers and volunteers. Programming attendance may be restricted based on classification level or safety and/or reasons. Inmates attending are expected to participate participating in programs are expected to be respectful. Disruption of any program may result in disciplinary sanction and/or removal from the program. Program information will be posted in the multi-purpose room.



Inmate Worker Program

Sentenced & low risk minimum inmates may request an application for participation in the inmate worker program. If selected, sentenced inmate may earn 1 day of credit in addition to good time for every 24 hours of work. Inmates may participate in probation and/or court ordered programs and must abide by the jail rules and rules of the program.

Huber/Electronic Monitoring

Huber inmates will receive a Huber packet which contains rules & guidelines of the program. Inmates sentenced with Huber will automatically be screened for electronic home monitor program. Huber & EM inmates are expected to report & remain alcohol /drug free. Compliance with ignition interlock is required.

Library

Inmates may request access to the jail library depending on classification level on a daily basis by submitting a kiosk request. Books may be taken back to the cell & returned after use. Games & puzzles are available in the library depending on classification level.

Recreation

Access to the multi-purpose room and exercise equipment is determined by classification level. Access to outside recreation is also available; weather permitting. Exercise equipment shall not be moved or tampered with. The jail may offer exercise programs, if available with medical clearance.

Religious Programming

Inmates shall have the opportunity to attend non-denominational religious services on a regular basis. Inmates may practice their sincerely held religious beliefs consistent with safety and security of the jail. Specific religious request may be directed to a jail supervisor via the kiosk.

Proven Project

Inmates have the opportunity to obtain resources & opportunities to address vocational, educational and employment needs during incarceration and upon release. Offered through WWTC in cooperation with UW Extension.

Miscellaneous Programs

Jail Program staff coordinate game and movie night, provide drawing materials, and other entertaining activities as available.

Telephone Calls

All telephone calls are subject to monitoring & recording. Telephones are available in each cell block & multi-purpose room between the hours of 8am—10pm. Outgoing calls are made by purchase of minutes, collect or by setting up a prepaid account. You will need your inmate pin number to use the phone. Site code is #130. Minutes may be purchased by accessing your commissary account. Family & friends may arrange a prepaid account by calling NCIC Telephone Services (1-800-9430-2189). Do not use or exchange pin numbers with other inmates. Telephones may be restricted due to discipline, classification or investigation. Inmates may not receive calls unless deemed an emergency. Inmate Attorney calls will not be monitored or recorded. It is the inmate's responsibility to inform custody staff of his/her attorney's telephone number

Inmate Trust Account

All U.S. currency shall be collected at intake and a trust account established through Stellar Banking. We do not accept foreign currency or personal checks. Deposits to your account may be made in the form of cash, credit or debit card, money order or cashiers check. Family/friends may deposit money in to your account or designate monies towards bond by accessing the jail's kiosk located in the lobby or via website www.jailatm.com. 25% of deposits will be applied towards outstanding debt and 75% will be available for commissary purchases. Huber & EM Fees are collected at 100%. Inmates housed out of county may incur a higher percent collection rate on overdue debt. Upon release, outstanding debt will be collected & remaining funds will be issued in the form of a check which will be issued or mailed to you. A financial disclosure must be completed for those with outstanding debt and payment plan arranged. Failure to maintain monthly debt payments will result in tax intercept collection.

- * Nurse Visit \$5
- * Huber \$20 daily
- * EM \$22 daily
- * Medication setup \$5
- * Copies or fax .50 per page
- * Snack Packs \$3.00-\$3.50
- * Drug test \$10, lab results \$25
- * Doctor/Mental Health/Dental Visit \$10
- * Out of County Huber \$32 daily
- * Out of County EM daily \$32 daily
- * DNA or court ordered test \$10
- * Sentenced, non-working daily fee \$12
- * Starter (Hygiene) Kit \$2.85

Huber & EM inmates are expected to pay one week in advance. Failure to maintain payments may result in return to jail custody and/or removal from the program.