



Trempealeau County



September 2019



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, impact Huber and/or criminal prosecution.

Admissions

After the booking process is complete, you will be allowed one successful telephone call. Placement in general population will depend on housing needs, safety/security issues, and/or court outcome. Inmates who remain in custody will be classified, searched, issued jail property, and moved into an assigned housing unit. It is your responsibility to inform jail staff of any safety concerns or medical/mental health needs you have to ensure proper care.

Court

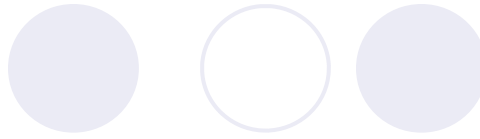
If you are unable to secure your release; you will appear in court on the next available court date for a bond hearing. If you have been arrested on criminal charges, jail staff will assist with a call to the Public Defender's office at 9:00 a.m. (715-284-9553). Court appearances are determined by the District Attorney's Office and 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 housing, work and program assignment. It is based on current charges, criminal record, gender, behavior, medical/mental health conditions and any other factors necessary to ensure safety & security. At booking an initial classification will be completed prior to movement to general population. After 72 hours, a designated Classification Officer will conduct a Primary Classification interview to review your current classification level and address any housing needs or concerns. You will receive written notice of your classification level along with your next review date. Housing assignments & changes may occur at any time and are based on behavior, rule compliance, change in legal status, and/or safety/security issues. It is your responsibility to notify jail staff of any immediate housing or safety concerns you may have. Inmates may appeal their classification level by submitting it in writing to a Jail Supervisor.



Classification Rules

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 snack packs & hygiene items only
- 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 recreation minimum once daily
- Access to approved programming
- May order up to \$50 commissary weekly
- 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 recreation minimum once daily
- Access to approved programming
- May order up to \$50 commissary weekly
- 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



Classification Rules

HUBER

- Lights out/lockdown at 11pm; with Saturday lockdown at midnight
- TV privileges from 6am to 11pm
- Phone privileges until 10pm
- May attend approved appointments outside the facility
- Access to approved programming; either in/out of facility
- Access to the recreation minimum once daily
- May order up to \$50 commissary weekly
- May be eligible for the inmate worker program or trustee
- May cut hair 1st & 3rd Sunday each month or schedule pre-approved barber/salon haircut.

Personal Property

When moved into general population, your personal clothing & items will be stored in a secured locker. All property must fit inside the issued locker or you will be expected to release or discard excess items. 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
2 bras (no underwire)	1 pair white thermals	Soft bible or prayer book
Pencils	1 deck of cards	Embossed envelopes
Limited personal papers/ letters	Court/Legal Paperwork	Commissary items

Jail staff may limit the amount of paperwork and commissary in your cell if it becomes excessive.



Inmate Requests

All non-emergency questions or concerns shall be submitted via Stellar Kiosk directed to jail staff, jail supervisors and/or the Jail Nurse. You will obtain your jail issued number to access the kiosk. Although kiosk requests 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. Please read these documents as they are to your benefit.

Jail Uniforms

Jail issued uniforms & footwear shall be worn whenever you are outside of your assigned cell including day room, outside rec., and multi-purpose room. Uniforms will be appropriate size as determined by custody staff. T-shirts and thermals shall be worn under the jail uniform. If you damage any jail issued property; you will incur the replacement cost.

Laundry

Uniforms, personal laundry and sheets are washed Thursdays & Sundays. Huber laundry is conducted on Sundays. Towels & wash cloths are exchanged daily prior to lockdown. Blankets are washed a minimum of once monthly. Each inmate is required to exchange uniforms and bedding on laundry days. 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 where your actions can be observed by the jail's kiosk or tablet is prohibited while video visitation is in use. Hygiene items may be purchased through commissary via Stellar kiosk. Indigent inmates may order hygiene items (indigent paks) 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 and Huber classification may use the clippers on the 1st and 3rd Sunday of the month. You are expected to disinfect the clippers after each use. Employed Huber inmates may schedule a haircut at a local barber/salon 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 & their assigned cell with cleaning supplies provided by custody staff each evening. You will remain awake & out of your bunk from 4:00 pm—7:00 pm for supper, 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 on Fridays. Cleanliness will help limit the introduction & spread of disease, as well as make living conditions more tolerable.

Meals

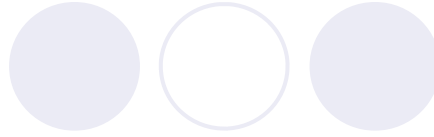
3 nutritious meals are provided daily; 2 of which are hot. Special diets may be provided as prescribed by a qualified health care professional. You may abstain from any foods that violate your religion; substitutes for the items may be provided consistent with available resources. Inmates are expected 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! Active Huber inmates will be provided a sack lunch for any missed meals.

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 if ordered to do so.

Commissary/Canteen

Commissary orders are submitted via Stellar kiosk. Orders are generally delivered on Thursdays with the exception of holidays. Commissary may be restricted based on safety & security, medical, and/or classification level. Commissary orders are limited to \$50 weekly with exception of maximum inmates who are limited to hygiene purchases and snack paks only.



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. Indigent inmates will be allowed to mail 2 standard envelopes/2 sheets of paper per week at the cost of \$1.00. 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. Privileged and legal mail will be opened & inspected in the presence of the inmate. Indigent inmates may send legal mail only to courts with active cases or appeals, and the attorney on record for the case.

Outgoing mail shall include your name & return address as the Trempealeau County Jail. Materials that depict offensive, pornographic, violent, gang related, illegal substances, or compromise safety & security shall be removed, inventoried, placed in your assigned locker or disposed of. A non-delivery of mail will be provided to you 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 Supervisor. Access to the publication will be at the discretion of the Jail Captain or designee.

Inmates may also correspond with family or friends via Stellar kiosk email system. All emails are scanned for safety & security prior to sending/receiving. Emails that violate no contact orders or deemed a safety & security threat will be rejected and will not be sent/received. The cost is .50 per email and \$5.00 to setup an email account through the Jail ATM web-site or via phone.

Visitation

Inmate visitation is conducted on and off site by video through Stellar kiosk or tablet. Family & friends may preschedule visits through www.jail.atm.com or by calling the jail directly to schedule a video visit. Visits are daily, depending on classification, from 8am—10:00 pm; with exception of 11am—12 pm and 4pm—5 pm. Restrictions may occur due to court, activities, emergencies or unforeseen circumstance. All visitation is subject to monitoring & recording. Visits may be terminated at any time due to inappropriate conduct, no contact violations, and/or safety and security reasons. Absolutely no inmate is permitted to shower or change clothing while a video visit is in progress or in view of the tablet screen. For off-site visits (Skype), the end user must have proper computer equipment with a camera. Cost is \$4.95 for a 15 minute visit. On-site video visits are at no cost. All visitors must be dressed appropriately, sober, and have a photo ID to visit on-site. Children must be accompanied by an adult when visiting an inmate. Prior inmates of the Trempealeau County Jail will not be permitted to visit a current inmate for 60 days after his/her custody release.



Visitation (cont.)

Visitation will be terminated and may be suspended for an extended period of time under the following circumstances: 1) Use of a cell phone or any other recording device to take photographs, audio or video record; 2) Displaying of private body parts by inmate or visitor; 3) Violating a no contact order; 4) If a safety/security concern exists

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 security reasons. Inmates participating are expected to be respectful and courteous while in attendance. Passing notes, inattentiveness, and/or disruption of any program may result in disciplinary sanction and/or removal from the program. Inmates will be provided information regarding program availability. Volunteers provide a jail related service and shall not be contacted in any manner during your custody stay for personal reasons.

Inmate Worker Program

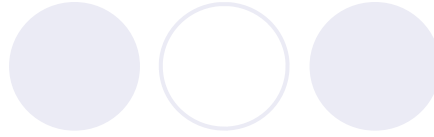
Sentenced & low risk minimum inmates may request an application for participation in the inmate worker program. If selected, sentenced inmates may earn 1 day of credit in addition to good time for every 24 hours of work. Participation is based on behavior, jail compliance, and work availability. Failure to follow inmate worker and jail rules will result in removal from the program.

Huber

Sentenced inmates who have been granted Huber privileges by the Court may participate in the program provided they meet statutory, court and jail requirements. A Huber packet must be completed by the inmate who wishes to exercise Huber and information verified. Huber inmates are required to follow Huber and jail rules. Required fees must be paid and remain current. Huber inmates are to report & remain alcohol/drug free. Compliance with ignition interlock is required. Violations of the program or jail rules may result in disciplinary action which may impact your Huber status.

Electronic Home Monitoring Program (EM)

Inmates sentenced with Huber will automatically be screened for the EM program. Participation is based on criminal history, current charges, jail behavior/compliance, and community safety. EM is considered an extension of the jail in which you serve your time at home or designated residence within Trempealeau County. EM rules must be followed and violations may negatively impact Huber and/or EM and may result in a return to jail custody.



Library

Inmates may request access to the jail library depending on classification level on a daily basis by submitting a kiosk request or requesting use during daily recreation time. 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 requests may be directed to a jail supervisor via the kiosk.

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 phone minutes, collect or by setting up a prepaid account. You will need your jail assigned 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 disclose or allow others to use your jail assigned number. Telephones may be restricted due to safety, security or operational needs. We do not accept calls or relay messages unless deemed an emergency. It is your responsibility to inform custody staff of your attorney's name and telephone number to ensure it is setup as free/unrecorded number.

Inmate Trust Account

All U.S. currency shall be collected at intake and a trust account established through Stellar Banking. Foreign currency or personal checks will be stored in your assigned locker. 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.



Inmate Trust Account (cont.)

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. Debit card is available for those who do not want a check. If you have an outstanding jail debt, our Officer Manager will mail a debt letter, financial disclosure and process for payment plan arrangements to you. Failure to maintain monthly debt payments will result in tax intercept collection.

Your account will be billed per County Ordinance as follows:

- | | |
|------------------------------------|--|
| * Nurse Visit \$5 | * Cost of health care (medical, dental, mental health) |
| * Medication setup \$5 | * Medications |
| * Drug Testing \$10 | * Lab tests for drug results \$25 |
| * Starter Kit \$2.85 | * Snack Packs \$3.00 - \$3.50 |
| * Huber \$18 daily, \$53 first day | * Huber Transfers \$22, \$57 first day |
| * EM \$22 daily; \$90 first day | * EM Transfer \$32; \$100 first day |
| * Copies/Fax .50 per page | |

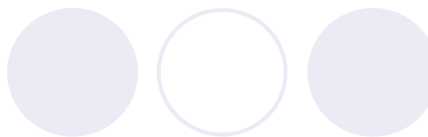
Huber & EM inmates are expected to pay a minimum of two weeks in advance. Failure to maintain payments may result in return to jail custody and/or removal from the program.

Health Care Services (Medical, Mental Health, Dental)

Requests for non-emergency dental, and/or health care is submitted via the kiosk directed to medical staff. 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.

Medications are dispensed twice daily at designated times or as authorized by the medical provider. You are to follow staff directions when taking medications. Known or suspected medication abuse or refusal to take medication (s) as directed will be reported to the medical provider for direction. 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.

Mental health counseling is available weekly, on an as-needed basis provided by the jail's contracted Crisis Therapist. If you are experiencing serious medical needs, mental health issues or have suicidal thoughts, please notify custody staff immediately!



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 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 for your own safety. If you have a true emergency, activate the duress alarm & waive your hands at the camera to alert staff.

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.

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 or repeated frivolous filing of grievances may result in disciplinary action. The following process will be followed in filing a grievance:

1. Complete grievance form describing issue or problem. Jailer will try to resolve problem informally with you.
2. If the jailer is unable to resolve the complaint informally, is against a staff member, or sensitive in nature, please request an envelope from the jail to seal and forward to a jail supervisor.

Jail Rules & Regulations

The following is a list of rules, which are not all inclusive, and 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
- *3 or more minors may result in a major violation.
- * Restriction of privileges for 24 hours or less
- * Punitive segregation for 24 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.
14. Showing, in any way, disrespect to jail staff including use of profanity.
15. Covering facial area whether asleep or awake with any item including but not limited to towel, sock, etc.
16. Use of obscene language and/or gestures.
17. Failure to perform assigned tasks adequately.
18. Failure to maintain appropriate hygiene.
19. Bartering or lending.
20. Failure to cooperate with laundry exchange.
21. Hoarding or failure to return the TV remote or Stellar tablets to the docking station at lockdown.

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 in 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.

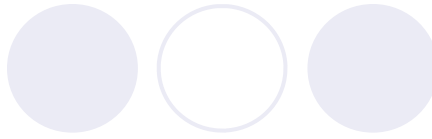
Major Violations (Not all inclusive)

- A. 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.

- 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.

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.

If you become a victim of sexual harassment, sexual abuse, or rape during your incarceration, please notify custody staff right away! You may also contact outside resources such, but not limited to, New Horizons (715-538-2810) or Victim Services (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 and on the jail kiosk.

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.

3645 Main Street
O. Box 67
Whitehall, WI 54773

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

