

GRANT COUNTY

Grant County Inmate Handbook

“The Inmates Guide to a Productive Stay at the Grant County Jail”



“The Mission of the Grant County Jail is to assure safety to the community by providing a secure and humane environment to house inmates.”

Grant County Inmate Handbook

Created January 2019

Mission Statement:

“The mission of the Grant County Jail is: to provide safety to the community it serves by providing a safe, secure, and humane environment to house inmates.”

Purpose:

The purpose of this handbook is to inform you of the opportunities, procedures, privileges, rules, and sanctions subject to your stay at the Grant County Jail.

Introductions:

Sheriff: Craig Reukauf

Chief Deputy: Travis Klaas

Jail Administrator: Mason Nemitz

Revised 6-18-2025

Table of Contents

(A) The First 24 hours	4
(B) Medical Evaluations	4
(C) Classification	5
C.1 Maximum Security Inmates.....	5
C.2 Medium Security Inmates.....	5
C.3 Minimum Security Inmates.....	5
C.4 Reclassification.....	5
C.5 Unit Assignment.....	6
C.6 Administrative confinement.....	6
(D) Roll Call/Head Count	6
(E) Meal Time	7
(F) Inmate Movements	7
(G) Programs/Activities	8
G.1Television/Radio.....	8
G.2Inmate Worker.....	9
G.3 Recreation.....	9
G.4 Book Cart.....	10
G.5.a Law Library.....	11
G.5.b Pro Se Inmates	
G.6 NA,AA,Religion.....	12
G.7GED,Life Skills.....	12
G.8Canteen.....	12
(H) Inmate Responsibility	13
H.1 Definitions.....	13
H.2 Hygiene.....	13
H.3 Code of Conduct.....	14
H.4 Contraband.....	16
H.5 Wristbands.....	17
(J) Disciplinary Process	18
J.1 Minor Rule Violations.....	18
J.2 Major Rule Violations.....	19
J.3 Penalties for Major Rule Violations.....	19
J.4 Appealing a Minor Rule Violation.....	20
J.5 Disciplinary Hearing for Major Violation.....	20
(K) Unit Emergency	21
K.1 Fights.....	21
K.2 Medical Emergency.....	22
K.3 Evacuation.....	23
K.4 Lockdown.....	23

(L) Communications	24
L.1 Phones.....	24
L.2 Kiosks.....	25
L.3 Visitation.....	25
L.4 Mail.....	26
L.4.a Outgoing Mail.....	26
L.4.b Incoming Mail.....	27
L.4.c Books, Magazines, Newspapers.....	29
(M) Requests	29
M.1 Mental Health.....	29
M.2 Medical Request.....	30
M.3 Probation Request.....	30
M.4 Reclassification.....	30
M.5 Special Request.....	30
M.6 Property Release /Property Release Prison.....	30
M.7 Grievance.....	31
M.7a Form.....	31
M.7b Appeal.....	32
M.8 Inmate Voting.....	32
(N) Sick Call	33
N.1 Nurses Visit.....	33
N.2 Doctor Visit.....	33
N.3 Mental Health Visit.....	33
(O) Medications	34
O.1 Prescription Medication.....	34
O.2 Over the Counter Medications.....	35
(P) Inmate Account	36
P.1 Commissary.....	36
P.1.a Weekly.....	36
P.1.b Snack Pack.....	37
P.2 Inmate Debt.....	37
(Q)Release	37
(R) Bonds	38
(S) Inmate Worker Guidelines	39
S.1 Qualifications.....	39
S.2 Conduct.....	39
(T) Prison Rape Elimination Act	41

(A)The 1st 24 hours

When you are assigned a living area within the jail, it is your responsibility to inspect and report any damage to the jail staff. Upon movement or release, your living area will be inspected by jail staff for damages. You will be charged for any non-reported damage.

You have been issued a mesh bag with items for your use while you are here. Take a minute to go through the bag and make sure you have all items issued are present. Please alert staff to any missing items, as you will be held financially responsible for any lost or damaged items, at the time of your release.

(2)Uniform Shirts, Pants

(1)Shoes

(2) Blankets

(2)Sheets

Towel

Washcloth

(3) Books

Cup

Spork

Pen

Admit kit (comb, toothpowder/toothpaste, toothbrush, stamped envelope) You will be charged for this)

(1)Toilet Paper

(2) Brown T shirts

(3) Boxers

(3) Socks

(3)Bra (female)

(B)Medical evaluation

The Grant County medical staff will evaluate every inmate who will be staying longer than 14 days. If you require medications, a nurse will be notified. Only medical staff can approve your medications. Keep in mind if you were admitted into the jail and you are under the influence of alcohol or other drugs,

jail staff will not be able to give you any medications until you are no longer under the influence.

For any stays of 14 days or longer, the nurse will administer a TB skin test. If you are exercising your Huber rights, make sure this test is completed prior to your first day of work. Failure to do so could delay your release from work.

At any time during your stay you may request to see a nurse by simply completing the “Medical form” on your Kiosk. There are fees associated with seeing a Medical Care Professional. Emergencies should be immediately reported to jail staff. Mental health requests can be made in the same way, by filling out the “Mental Health form.”

(C)Classification

The Grant County Jail classifies all inmates in one of three basic categories: minimum, medium, and maximum security. We use a combination of current charges, criminal history, past institutional behavior, and current institutional behavior to determine an inmate’s classification. Other factors such as sentenced or not sentenced affects an inmate’s classification.

C.1 Maximum Security Inmates:

Maximum security inmates will remain in their cell for 21 hours of the day. Inmates will be allowed three hours out in the day room each day. Maximum security inmates will have restrictions on items available to purchase on canteen, and restrictions on movements and activities. Your goal, as an inmate with a maximum security classification, should be to conduct yourself in a manner that will get you reclassified into a lessor restrictive classification, more privileges, and opportunities.

C.2 Medium Security Inmates:

Medium security inmates will be housed together. Mediums will have more items available to them for purchase on canteen than maximum security. Medium security will have more privileges than maximum as far as movements and group activities. Medium security will be locked down in a cell at night.

C.3 Minimum Security Inmates:

Minimum security inmates may be housed together in a dorm style pod. This dorm will have all items available for canteen privileges. Since it is a dorm, there is no lockdown. Microwave oven and utility sink may be available for use in the day room.

C.4 Reclassification:

Inmates can request to be reclassified once every 30 days. This is simply done by using the “Special Request” feature on your kiosk. Requests from inmates will only be considered if changes in inmate status have come about such as becoming sentenced, or continuous good/improved behavior warrants a change. (Because reclassification may be behavior based, this time frame could be different for every inmate.)

Supervisory staff/Classification Officer can reclassify an inmate based on behavior, at any time, with or without a request from the inmate.

As you can see, it is in your best interest to behave in a manner that allows you to maintain or obtain minimum classification.

C.5 Unit Assignment

You have been assigned a specific housing unit and bed. Your housing unit and bed assignment is based on your classification. You are expected to stay at that assignment until you are released, or until jail staff requests for you to move to another location. IF you feel you need to move to a different bunk/cell, you must submit a Special Request located on kiosk. Any changing of sleeping assignments, without permission from staff, will result in disciplinary action. You are never allowed to occupy another inmate’s bed or cell for any reason. You are never allowed to be in possession of more than one jail issue mattress. Mattresses are not allowed to be placed anywhere besides on the bunk.

C.6 Administrative Confinement

Administrative confinement is a non-punitive, segregated confinement of an inmate to his or her cell or other designated area to ensure personal safety and security within the jail.

An inmate may be placed in administrative confinement for the following reasons:

- Pending a disciplinary investigation
- Presence threatens the security or order of the jail
- Presenting substantial risk of physical harm to self, another inmate, or jail property.

(D) Head Count

Four times a day, around 5am, 11:00am, 5:00 pm, and 9:00pm will be head counts. Head counts will take place at meal pass, and you will be required to physically present yourself to staff; even if you refuse to take a meal. At 9:00 pm you will hear the announcement “prepare for roll call/head count”. You will immediately line up on the red line and await the announcement to dismiss. No inmate movement is permitted until count is complete. If you do not immediately comply with the rules of roll call, you will face immediate disciplinary sanctions.

(E) Meal Time

The Grant County Jail provides three meals a day. Meals are passed around the following times:

Breakfast-5a

Lunch-11a

Supper-5p

At mealtime, Minimum and Medium security inmates will line up behind the red line at the entry of the unit. You will take your tray go back to the dining tables and eat your meal. You are not allowed to pick up another inmates tray unless granted permission by staff due to special needs of an inmate. When jail staff returns for tray pick up, you will return your tray, utensils, and any uneaten portion of food. You **can't** save any portion of your meal to eat at a later time. Do not throw uneaten food in the trash, return it to the kitchen. (This will hopefully cut down on stinky garbage cans.)

At meal time, Maximum Security will be in lockdown. Your meals will be delivered to you through the food pass on your door. When finished with your meal you will return the tray, utensils, and uneaten portions of food to the food pass. Jail staff will pick up the trays and dispose of the waste.

Should you break any utensils issued by the kitchen, you must return all pieces of the broken item with your tray. Please notify the jail staff picking up your tray of the broken item. You are not to throw any broken kitchen utensils in the garbage. Accidents happen on occasion, so unless it is found you purposely broke an item, you may not face any punishment or charged replacement costs for the broken item.

(F) Inmate Movements:

This section refers to times you are outside of the housing unit. Minimum and Medium Classification will be allowed to move to recreation, nurse's office, library, visitation booths, and program rooms unescorted by jail staff. This is a very substantial privilege and you are expected to be on your best behavior while moving from one area of the jail to another.

1. You must be in full jail issue uniform any time you leave the unit.
2. You are not allowed to communicate in any way with other inmates or inmate workers while in movement.
3. You are to follow the painted line as instructed by staff. Different color paint lines will lead to different areas of the jail.
 - a. **Blue**: Programs rooms and Nurses visit
 - b. **Yellow**: Video Court, Visitation booths
 - c. **RED**: you are not allowed to step over a red line unless instructed by jail staff or an emergency arises in the housing unit such as a fight or medical incident.
4. You are expected to walk quickly and quietly to the destination.
5. You are not allowed to bring anything from the housing unit unless approved by the jail staff. (This includes food, drink, papers, etc...)
6. You are not allowed to take anything from programs back to your housing unit, unless approved by the jail staff.
7. You are not allowed to move through any door way before the gate has come to a full stop.

You will hear an announcement before the scheduled inmate movement, whether it is for church, AA, NA, GED, professional visit, nurses call. You will make your way to the red painted line at the entrance of your unit. You will wait until you are given the ok to proceed to your destination. If you are moving as a group, you are to walk single file to the destination.

When necessary to move a Maximum security inmate, waist belt, handcuffs, and ankle restraints may be used.

(G)Programs and Activities

G.1 Television/Radio

There will be (1) Television per housing unit and one remote control. Inmates must come up with a fair way to choose programming. Any disturbances arising due to television programming will result in the television being shut off for a period of time. The remote will not be allowed to be in one inmate's sole possession. This remote will be kept on the tables in the unit. No inmate will be allowed to pick up the remote and change the channel without a majority vote involving inmates actively watching television.

Radios are available on commissary to purchase. These radios are equipped with earbuds. These earbuds are not to be made into external speakers for any reason. Any earbuds found to be altered in any way will be confiscated as contraband. Batteries for the radios may be purchased from daily canteen. The old battery will be exchanged for a new one. No exceptions.

G.2 Inmate Worker

If you are *minimum security inmate* for the Grant County Jail, you may be considered for an inmate worker position. If you are a sentenced inmate, you could receive time off your sentence 1 day for 24 hours of work. If you are not sentenced and chosen to be an inmate worker, you may receive other privileges.

Inmate workers are chosen based on behavior and ability to follow rules. If you want to be considered for an inmate worker you must fill out a Special request form on the Kiosk. Make sure you describe your abilities and behavior in detail.

This is not a paid position. (See inmate worker section starting on pg. 33)

G.3 Recreation

As an inmate of Grant County you may have opportunity to use the inmate recreation room. This room is equipped with assorted training equipment. If you would like to use this equipment, you can make your request during canteen pass. You will be notified when it is your time to use the recreation room.

- You must be evaluated by our medical staff prior to being allowed to use the recreation room.
- You must wear full uniform while going to and from the recreation room
- You are not allowed to exercise in your boxer shorts.
- You must share the equipment available with other inmates using the rec room
- You must wipe down the equipment immediately after use
- Any fights, disturbances, or disagreements, will result in disciplinary action including write ups, other sanctions, or loss of use of the rec room.
- When you hear the announcement of (5) minutes, you will immediately begin wiping down the equipment
- You are not allowed to bring any items into the recreation room, this includes food, drink, pens, paper, etc....nothing is allowed.
- Once you are in the recreation room you must remain there. If you need to leave for any reason you will not be permitted to go back to the room. Be sure you use the restroom before you go.

G.4 Book Cart/Library Area

Grant County Jail also has books available for inmates' use. On Sunday's, Jail staff will bring around the book cart or escort you to the designated library area. You will be allowed to have, in your possession, a limit of 3 books. If you have books, you will be required to return previously checked books before you can get different books. Only paperback books are allowed in the facility.

G.5.a Law Library

Access to the Law Library is available upon request and will be scheduled when time is available in the video court room. Access is allowed using a laptop computer. Requests for law library will be made during daily canteen pass.

G.5.b Pro Se Inmates

In order to provide legal correspondence to the courts, the Grant County jail will provide the following, upon request, for inmates who are pro se (representing themselves):

- 1 letter per week will be mailed out on inmate's behalf
- 1 Legal envelope weekly (**must request during daily canteen pass**)
- Legal pad can be requested by inmates who are Pro Se
- Notary (when in the notary is in, and during regular business days excluding holidays)
- Law library access: (**must sign up during daily canteen pass**)
- Copies of type written documents (hand written documents can be hand written)
- Pen (must exchange during daily canteen pass)

Fees (subject to change):

- 1 legal envelope \$.89
- Copies \$.25 per page
- Notary: no fee
- Law Library: no fee
- Legal Pad \$2.50
- Pen: no fee

You will not be denied supplies requested due to your inability to pay. You will however be billed for copies and envelopes.

Please use an inmate inquiry to make requests for copies, notary or paper.

Law library, legal envelopes, pens will be requested at daily canteen pass only.

Access to digital evidence can be accommodated if using thumb drives or CD's. (we will not supply thumb drives). This request will need to be submitted using an inquiry. A CD or Thumb drive will not be allowed in inmate possession; it will be stored in your inmate property.

G.6 NA/AA/Religion

Programs such as Narcotics Anonymous, Alcoholics Anonymous are available while you are here at the Grant County Jail. NA/AA is offered by zoom. NA/AA must be requested during daily canteen pass. Church or religious services will be announced, from master control, when these programs are available. Anyone who is not properly dressed and ready at the time you leave for programs, will not be allowed to go to the program.

G.7 GED/Life Skills

If you are interested in attending GED/Life Skills you can sign up using your kiosk. If you **refuse** to go to GED/Life Skills, you will be suspended from the program for 30 days, and will have to submit a request to be reinstated.

G.8 Daily Canteen:

Items such as pen, battery, and toilet paper are all on the exchange system; you must give an empty roll, pen, battery, in order to receive one. Recreation is scheduled during this time. If you would like to use the recreation room, sign up is at the time of canteen pass. You are allowed to request any exchange items as the cart is handing out daily canteen, such as pen or toilet paper. Snack packs (if available) will be sold off the cart to minimum and medium classification inmates, if the inmate has funds to purchase such items. You are not allowed to sign other inmates up for any activities or pick up canteen items for them.

(H)Inmate Responsibility

Every inmate is required to conduct themselves in a manner that does not create a hostile or unsafe environment for inmates and staff. In order to achieve this environment, we have a few rules. *(Breaking the rules or refusing to follow instruction from jail staff may result in a change in classification and other penalties.)*

H.1 Definitions:

Jail Issue- Items the Grant County Jail provided for your use

Personal property-anything you purchased; other than books.

Contraband-

- Anything prohibited or illegal to possess in the unit (examples: drugs, alcohol, medication, clippers, cell phones, jewelry, etc.)
- Anything used for a purpose other than it was originally intended (examples: Balls, items fashioned out of toilet paper or playing cards etc.)

H.2Hygiene

Showers: Inmates are recommended to shower daily.

If you are placed on administrative confinement, and/or housed in a receiving cell; ask jail staff to schedule hygiene time.

Fingernail and toenail clippers can be requested at daily canteen pass. Clippers are to be returned by 10am.

Hair Clippers will be offered on Friday nights to the individual housing blocks. Hair Clippers will be used in the programming rooms and are available for minimum classification Inmates only. Special consideration may be made for inmates of other classifications to be allowed to use the clipper the Friday prior to a jury trial, revocation hearing or sentencing. To be considered, an inquiry will have to be submitted on or before the Friday prior to your hearing so staff can include you for clippers that Friday evening. Again, clippers will only be allowed on Friday evenings and your behavior will play a factor in the decision.

Feminine hygiene products are available on Stellar Commissary. Jail issue feminine hygiene products will be available in the unit. It is your responsibility to alert staff of need for refills.

Indigent (\$1 or less for a period of 7 days) Inmates will be provided necessary/crucial hygiene items regardless of account balance. You may request hygiene items at daily canteen. You will be billed for such items regardless of your account balance, and any unpaid balance will go to general debt.

No one is allowed to accumulate excessive amounts of jail issue hygiene items. (Excessive amounts located during searches will be taken and may lead to disciplinary actions.)

H.3 Code of Conduct:

The code of conduct is developed to make the Grant County jail a safe and secure facility for inmates and staff. **Any activity or behavior, not on this list, requested by staff to stop, deemed to be abusive, destructive, or disruptive will cease immediately. Failure to comply may result in disciplinary actions.**

1. When instructed to do something by staff, you are to comply with the request immediately.
2. The alert button behind the red line is only to be used for emergency situations.
3. You will not speak to inmates, staff, or guests using profanity, racist or derogatory words, or in a loud and boisterous manner.
4. You are not allowed to scream, yell, or participate in any type of horseplay.
5. You are not allowed to throw any item for any reason, other than in the rec room.
6. You are not allowed to fight or engage in any fighting incidents, bullying or intimidating acts.
7. You will not incite or participate in any riotous or rebellious activities.
8. You are not allowed to possess any weapons
9. You are not allowed to possess tools for the purposes of escape.
10. You may not bring food or drink from your housing unit to any other areas of the jail.

11. You will not give false information or lie.
12. You are not allowed to barter, trade, gamble, or play any games of chance.
13. You are not allowed to buy, sell, lend, or share anything.
14. You may not steal anything
15. You may not participate in any sexual activities.
16. You may not display gang signs, symbols, or colors
17. You may not vandalize, alter, or deface any property of the Grant County Jail or other inmates. Any intentional damage done will be assessed and billed under general fund debt.
18. You will not fasten anything to any walls, bunks, or other fixtures in the jail
19. You will not glue, tape, or paste anything to anyplace for any reason
20. You will not drape anything over bunks, tables, doorways etc. to create a door or tent.
21. You will not stand on any rails, bunks, tables, chairs, counters, toilets, or sinks.
22. You will not sit on any table, countertop, or railing.
23. You are not permitted to be in the area directly under the stairways (exceptions will be made for the purposes of cleaning.)
24. You are not permitted to run anywhere in the facility.
25. You will not tamper with or cover any security equipment.
26. You will not attempt to cover lights or cameras.
27. You will not pound on tables, counters, chairs, walls or any other surface.
28. You will be expected to keep your bunk and property clean and orderly; you will not store your property on top of another bunk or in someone else's area.
29. To assist with keeping your bunk area clean and orderly, you will keep your property/commissary, not being used, in your blue mesh bag. If property is not in your blue mesh bag it may be considered contraband and confiscated.
30. You will be expected to participate in all group cleaning activities including the tables, counters, dayrooms, floors, walls, and bathrooms.
31. You will not flush anything except toilet paper and bodily waste down the toilets.
32. You will not cover any drain for any reason, including sink drains

33. You will not “rig” or allow any water faucet to run continuously
34. You will take any medications administered by staff in the manner outlined in this handbook.
35. You will follow the guidelines outlined in this handbook for medication pass procedures.
36. You will not attempt to have any contact with inmates in other housing units or inmates of the opposite sex.
37. You will be in full uniform when you are in movement from your housing unit to another location in the jail.
38. You will properly wear a minimum of shirt and pants while in the day room.
39. You will not pierce, tattoo, draw on, or mutilate any part of your body or another inmate’s body.

H.4 Contraband

1. You are not allowed to possess anything considered to be contraband.
2. You are not allowed to have excessive amounts of jail issue items
3. You are not allowed to have food/beverage stored which was issued from the kitchen, except at scheduled meal times.
4. You are not allowed to alter any item from its original state, jail issue or personal property. (items deemed contraband will be confiscated and disposed of even if it is personal property)
5. You are not allowed to possess any tobacco or related products.
6. Possession of contraband that is determined to be illegal may result in criminal charges.
7. Possession of contraband that is determined to be nuisance may result in punitive sanctions and reclassification and will result in loss of the item.
8. Attempts to smuggle contraband into a housing unit will result in punitive sanctions and reclassification.
9. You may not bring a cell phone into the secure area of the jail for any reason.
10. You may not bring any cigarettes, food, soda, alcohol to the secure area of the jail.
11. You may not bring ANY unapproved items from the streets into the secure area of the jail.

Approved items: wedding rings without protruding stones, glasses, dentures, other assistive devices approved by medical staff

12. Other items considered contraband (will be confiscated and thrown away):

- a) External speakers made from cups, bowls, or any other material
- b) Pieces of a comb used to replace a piercing
- c) Anything that could be used as a weapon or appears to be a weapon
- d) Empty food containers
- e) Food /drink/condiments issued by kitchen
- f) Playing cards made into boxes, chains etc.
- g) Socks turned into head bands or balls
- h) T-shirts with sleeves removed (additional charges will result for the damaged items)
- i) Anything fabricated from wrappers, boxes, garbage etc.
- j) Any personal items or commissary not being used and not in a blue mesh bag, in which staff cannot determine who it belongs to.

H.5 Wristbands

- A wristband will be created for each inmate.
- Inmates will be charged \$2.50 for the wristband at time of booking; unless they are posting bond and will be released or are awaiting to see a judge and are not moved to a Pod.
- An inmate can request which wrist the wristband is placed on.
- The wristband shall be worn at all times by the inmate.
- If an inmate does not have their wristband on, they shall be subject to disciplinary action.
- If there are obvious signs of intentional damage to the wristband by the inmate, they will be charged \$2.50 for the wristband to their Stellar account.
 - Inmate will also face disciplinary action for intentional damage
- If an inmate makes a request to move the wristband from one wrist to the other the inmate will be billed \$2.50 to their Stellar account.
- Wristbands that need to be replaced due to normal wear and tear; it will be replaced without charge to the inmate.

(You will be billed for any damage to jail issue items issued to you.)

(J)Disciplinary Process

You are responsible for your own behavior. Should you choose to violate any of the rules and guidelines governing the Grant County Jail, there will be consequences, penalties, or possible criminal charges.

There are two categories of rule infractions; Major rule Violations and Minor Rule Violations.

J.1 Minor Rule Violations:

Are violations considered to be disruptive or nuisance in nature. (Ex. Sitting on tables, refusing to clean, dress code violations) It should be noted habitual Minor violations may not only result in sanctions such as an inmate being reclassified or losing privileges, and it could also result in a Major Rule Violation.

- Inmates may receive a verbal warning of an infraction. This warning does not have to be a hand written warning and the purpose is for immediate corrective action. (ex. Get off the table...or put on your shirt) You will only be given one verbal warning for any violation. A warning is not jail staff or time specific, if you receive a verbal warning from one staff, repeated behavior witnessed by other staff will result punitive sanctions (even if it is a different shift or day.) Any violation may result in a write up. Jail staff will notify you, in writing, of the infraction and penalty. (This will be in the form of a copy of the disciplinary report.)
- Three or more Minor Rule violation write ups, of any sort, may result in a Major Rule Violation Sanction. (This is not a per day thing it is a per stay thing)
- Sanctions will be imposed as the staff sees fit and administration will be notified.
- Sanctions for minor rule violations may result in loss of privileges, for up to 24 hours, such as restrictions on commissary, visitation, cell restrictions, or recreation time.

J.2 Major Rule Violations:

Are violations that may disrupt the safety and security of the facility, including but not limited to putting staff, visitors, or other inmates in at risk. (Ex: Threats, intimidation, compromising security, physical aggression, contraband)

- Major rule violations will result in an immediate write up. There does not have to be warnings involved with this process, as it is putting the security of the facility at risk.
- Major rule violations command an immediate corrective response from you. In other words, the behavior stops immediately.
- Major rule violations which are crimes will result in criminal charges and prosecution.
- Major rule violations may result in your immediate removal from your existing housing unit into administrative segregation pending investigation.
- Major rule violations may be forwarded to any governing agency such as Probation and Parole or Treatment Court.

Inmate violations stay on your inmate records indefinitely. Incident reports also remain in our records system. Violations can affect not only with your current stay, but a future stay as well.

J.3 Potential Penalties for Major Rule Violations

DISCIPLINE:

- Lockdown not to exceed 10 days per rule violation
- Restriction of commissary
- Restriction of Television
- Loss of good time (not to exceed 2 days per violation)
- Loss of Huber/Work release if violation occurred while exercising Huber (not to exceed 5 days, unless a court hearing is set for revocation of the privilege)
- Loss of trustee/inmate worker status
- Restriction of visitation
- Criminal Charges

PUNITIVE SANCTIONS WILL NOT INCLUDE:

- Restrictions of required caloric intake

- Restrictions of health or sanitary conditions
- Restriction of hygiene items
- Restriction of medical access
- Restriction of religious or legal reading material
- Restrictions of law library access and correspondence
- Restrictions of visitation of attorney or clergy
- Use of corporal punishment

****Time spent in Administrative segregation pending an investigation or due process hearing, will not count toward any punitive sanctions imposed even if the sanction results in lockdown or punitive segregation.****

J.4 Appealing a Minor Disciplinary Sanction or Write up

You have the right to appeal any written sanctions for rule violations. The only purpose of the appeal is to have the written violation marked unfounded. Follow the process for appeals outlined below:

- You must submit the *Appeal for Minor Discipline Actions form* within 24 hours of receiving the sanction or write up
- Administration will make a determination based on information in your appeal form and any incident reports submitted by staff. Video footage or other evidence will be used if Administration finds it necessary.
- Administration will notify you of the result of your appeal either in writing or in person. It will simply be approved or denied.
- If the appeal is approved the incident report will be marked unfounded and will not be able to be used against you in the future.
- The appeals process does not reverse any sanctions already imposed such as being moved to punitive segregation or privilege restriction.

J.5 DISCIPLINARY HEARING FOR MAJOR VIOLATIONS

If an inmate violates a major rule:

- You will be notified of the charges and right to a hearing within 24 hours of the hearing.
- A hearing will be held within (7) days of the violation.

- You can waive this hearing by submitting *waiver of due process hearing form*. (Due process Waiver does not constitute an admission of the alleged violation.)
- Due process hearing:
 - Impartial hearing officer/committee will be appointed to oversee the hearing
 - You have the right to be present, make a statement, and present relevant evidence.
 - Hearing can be held without your presence:
 - if you refuse to appear.
 - If you are or become unruly or disruptive during the hearing
 - You can request witness testimony. This testimony may be out of the presence of the accused if threat to safety and security of the facility is present.
 - If you are illiterate or have special circumstances, the administrator may assign a staff advocate to aid in understanding the process, charges, and preparation of a defense.
 - You will be given notice of the determination made by the hearing official and penalties imposed.
 - You may appeal this decision
 - You must file a *Due Process Appeals form*
 - No hearing is involved
 - Administration or other officer will review the case and make a determination if the appeal is valid or dismissed. You will receive notice of the finding.

Should you refuse a due process hearing, the hearing will be held without you, and you will be notified of the results of the hearing. You may still appeal the results/ findings of due process hearing as mentioned above.

(K)Emergency

K.1 Fight in Minimum Block/Huber unit:

If there is a fight in the housing unit, you are not allowed to participate in the disturbance. In the case of a fight you are expected to do the following:

- a) Alert staff by pressing the call button
- b) Immediately go to your bunk and sit on the bunk until staff arrives. If you are not on your bunk by the time staff arrives you will be considered a part of the disturbance.
- c) When staff makes entry they will order everyone to the ground
- d) You will immediately move to the floor beside your bunk, lie face down on the floor, and place your hands over your head
- e) You will remain in this position until Staff tells you to return to your normal activities
- f) You will not talk during this time
- g) If you fail to immediately comply with these orders, you will be considered a part of the event and face disciplinary action.

Fight in Medium Block:

- a) Alert staff of the emergency situation
- b) Immediately return to your assigned cell and sit on the bunk. If you fail to follow this step you will be considered a part of the disturbance.
- c) You will be locked down
- d) You will not talk during the disturbance, unless addressed by staff
- e) You will remain in your cell until the emergency is resolved and your gates are opened to resume normal activities
- f) Failure to immediately comply with this process will result in a major rule violation

K.2 Medical Emergency in Minimum/Huber unit:

K.2.A If there is an emergency medical situation in the minimum unit you will:

- a) Alert staff of the medical situation by pressing the call button
- b) Immediately go to your bunk and sit on your bunk
- c) Remain sitting on your bunk until staff arrives and orders you face down on the ground with hands behind your head. You will stay in that position until staff tells you to resume normal activities.
- d) You will not talk during the medical emergency unless questioned by staff.
- e) Failure to immediately comply with these steps will result in a major rule violation

K.2.B Medical Emergency in Medium Security unit:

- a) You will immediately notify staff of the medical emergency and return to your cell
- b) You will remain in your cell. You will be locked down until the medical emergency has been resolved.
- c) You will not talk during a medical emergency unless addressed by staff.
- d) You may resume normal activities when the doors open.

K.2.C Medical Emergency in Maximum Security Unit:

- a) You will notify jail staff of the emergency and move to your cell and sit on your bunk.
- b) You will be in lockdown
- c) You will not talk during a medical emergency unless questioned by staff.

K.3 Evacuation:

In the case of an emergency evacuation, you will be expected to be quiet and listen for instructions. Our goal is to get you safely and securely out of harm's way. This is not the time to be asking questions and disrupting the flow of the evacuation process.

You will listen carefully for instruction over the Public Address system or directly from corrections staff. You will cooperate fully with any and all instructions given by jail staff. You will not be allowed to take ANYTHING with you while being evacuated. You will be expected to move quickly and quietly during evacuation procedures. You will have restraints applied to your wrists, and possibly your feet depending on your inmate classification.

Once you arrive at your evacuation destination, you will be expected to sit quietly. This is not a time to be visiting with other inmates. You will only be

allowed to make two requests one is for the restroom and the other is for medical attention. No other requests will be considered for any reason.

Anyone who intentionally fails to do as instructed or intentionally causes a disturbance during an emergency situation, will be charged criminally. Realize if the need for evacuation has occurred, something very serious is happening. For your own safety and the safety of other inmates and staff, do as instructed.

In the case of severe weather, the Grant County jail does not evacuate. In the event of a Severe Weather warning alert for our area, you will remain in your housing units at the lowest level.

K.4 Lockdown:

The jail may need to be placed in lockdown status. When you are told to lockdown, you are to immediately return to your cell or bunk and remain there until told it is ok to return to normal activity. During this status the TV, Phone, Kiosks services may be suspended. You are expected to immediately follow requests for lockdown. Delay or refusing to cooperate will result in disciplinary sanctions or possible criminal charges.

(L)Communications

L.1 Phones

Phones are provided in the housing units. You must purchase phone time using the step by step instructions prompted by the phone. You will need your inmate ID and pin number. Family/Friends can also order phone time by going to Jail ATM.

- a) You are not allowed to use other inmates phone time or pin number.
- b) You are not allowed to let other inmates use your phone time or pin number.
- c) You are not allowed to allow another inmate to talk on the phone while you are on a phone call.

L.2Kiosks

Kiosks are in the all housing blocks. These kiosks will be used for submitting requests, ordering commissary, phone time, visitation, inmate handbook, and law library.

L.3Visitation/Messaging:

Inmate visitation is a privilege. You will be allowed video visitation by using the kiosks in your housing unit:

- a) Visitors will be required to register online and approved by staff.
- b) Visitors must schedule video visitation.
- c) All visits will be by video.
- d) Visitors who do not have the ability to utilize the internet video will have to come to the sheriff's department and use our guest video. They have to call and schedule a video visit prior to arrival.
- e) Public video visitation is only available on Wednesday and Saturday from 12pm- 8pm. Guests will need to sign up for video visitation. Visits will only be 15 minutes; there is no exception to this rule as the software will shut down after 15 minutes.

Any visitor who displays the following will be removed from the approved contacts for the inmate:

- Tight fitting, Provocative, or See-Through Clothing
- Nudity,
- Sexual Acts,
- Security Threat Group (STG) or Gang Activity, Signage, Symbols, or other Representation of a group
- Any Illegal Activity, Conspiracy to Commit an Illegal Act, or depiction thereof
- Anything deemed unsuitable in a jail environment

L.4 MAIL

L.4.a Outgoing mail

As an inmate of the Grant county jail you may want to write a letter. You can order stamped envelopes and letter writing paper from commissary. If you have less than one dollar for a seven-day stretch, we will provide you with one letter, for that week, and we will mail it at no immediate cost to you. We will also mail any legal mail, if *you are indigent*.

There is no limit of letters you send out each day if you have purchased your own stamped envelopes from commissary. All out-going mail will be picked up by the jail staff at lights out Sunday Night through Thursday night. Mail is only delivered and mailed out Monday through Friday. Mail is not delivered or picked up on holidays.

The following issues will result in your letter being placed in your property until you're released or returned to you for corrective actions:

- a) Letter with any markings or drawings on the envelope (property)
- b) Letters that are returned because they are over the weight limit
- c) Letter that are not properly addressed with your full name and jail address
- d) Outgoing letters considered not privileged will be submitted open and unsealed. All outgoing inmate mail is monitored for security purposes. You are not allowed to disclose layout of the jail or which unit you are being housed. You are not to plan criminal behavior.
- e) Privileged mail (letters to a Judge, Attorney, elected officials, and authorized clergy) may be sealed prior to sending it out. If staff has probable cause to believe a privileged letter may be a threat to safety and security, you will have two options, you may allow the privileged letter to be opened in front of the jail administrator, or you may take the letter back. If the jail administrator verifies the letter to be in fact privileged, and not a threat, it will be resealed and mailed.

L.4.b Incoming Mail

There is no restriction on the amount of incoming mail you can receive in a day. Mail call will be announced and jail staff will pass out any incoming mail. You will notice the first time you get a letter it is already open. We do this to prevent contraband from entering into the jail. Each letter is opened and shaken out. Envelopes are examined closely for any contraband. This process will be done prior to you receiving the mail and not in front of you, because of the high volume of mail delivered each day. You will not be allowed to keep any envelopes sent to the facility. You will however be given opportunity to write down any addresses from the envelope if necessary.

Letters and Packages may be returned to sender or placed in the inmate's property for any of the following reasons:

- 3rd party mail (mail or letters sent on behalf of a 3rd person)
- Contains items that are available on commissary (envelopes, stamps, paper, ETC...)
- Clothing or shoes
- Printouts from internet pages or E-mails
- Correspondence not hand written in blue or black ink, regular lead pencil, or typed with normal size font
- Correspondence on anything other than white paper; preferred typing, or standard collegiate/normal ruled paper.
- Any paper that it stained or scented.
- Pictures printed on anything other than photo paper. Photo paper will be of quality that ink does not smear on touch.
- Hand drawn pictures of any kind: pencil, crayon, paint, marker or other material. (Single point drawings will be allowed on the correspondence; as long as the majority of correspondence is hand written or typed.)
- Any correspondence that has “shading” or excessive scribbling.
- Stickers
- Stamps/stamped envelopes or envelopes (exceptions for when a return envelope provided by an attorney)
- Food
- Cash
- Standard Greeting Cards of any kind

- Photos containing any of the following
 - Tight fitting, Provocative, or See-Through Clothing
 - Nudity,
 - Partial Nudity,
 - Sexual Acts,
 - Simulated Sexual Acts, or depiction thereof
 - Security Threat Group (STG) or Gang Activity, Signage, Symbols, or other Representation of a group
 - Any Illegal Activity, Conspiracy to Commit an Illegal Act, or depiction thereof
 - Anything deemed unsuitable in a jail environment

- Any items containing information used to circumvent mail policies and procedures
- Material that a reasonable person would construe as written for the sole purpose of communicating information designed to achieve the breakdown of jails through disruption such as strikes and riots
- A specific factual determination has been made that the correspondence is detrimental to the inmate's rehabilitation.
- No return address
- Pre-paid calling card numbers

This list may be altered or amended by the Jail Administrator or designee at any time in order to maintain the safety and security of the facility, staff, and inmates.

Any contraband found in incoming mail will be confiscated and the contraband and letter will be placed in evidence. Senders, of the mail containing illegal contraband, may be referred to the district attorney for charges.

No mail will be accepted if dropped off at the facility.

Legal mail will be opened in front of you. We will shake out the letters and check the envelope for anything that could be contraband.

Cash or money orders mailed into the jail will be placed in your account. Cash will not be placed in your property. Any personal checks will be placed in your property.

You will receive notice of any mail determined to be undeliverable.

L.4.c Books, Magazines, and Newspapers

You may have paperback books mailed to the jail from publishers only. **(Keep in mind books mailed to the jail will become property of the jail; however, you will be the first inmate to read them/it).** (Books mailed in will not be placed in inmate property, and marked as jail) Magazines may be mailed directly from the publisher; however, magazines depicting violence, nudity, or escape will not be admitted into the jail.

Newspapers can be sent in from the publisher.

Newspapers and magazines will be on the exchange program; in order to receive a new one, you have to hand your old one back. Old newspapers and magazines will be considered trash.

Address for publisher:

Your name

Grant County Jail

8820 Hwy35/61/81

PO Box 506

Lancaster, Wi 53813

Make sure when you are released from the jail YOU stop the delivery of these publications. We do not forward them to you or store them for you.

(M) Requests

*****ANY REQUESTS SUBMITTED WITH DEROGATORY, VULGAR OR PROFANE LANGUAGE WILL BE RETURNED/DENIED IMMEDIATELY UPON RECIEPT. *****

M.1 Mental Health

Mental Health requests can be made and submitted by using the mental health tab on the kiosk. Make sure you fill the form out completely. Immediate or emergent requests should be made in person to jail staff.

M.2 Requests for medical care

Requests for medical care should be filled out completely and submitted. This request is for non- emergency medical issues. In cases of emergency you need to contact staff immediately. These requests are treated with confidentiality.

M.3 Probation Requests

Probation Requests should be made through the Kiosk. We will forward the request to your agent via email.

M.4 Request for re-classification

You may only request reclassification once every 30 days. Requests for re-classification should be submitted as in inquiry on the kiosk. Please be specific and as detailed as possible as to why you feel you should be reclassified. Include behavior modifications and changes in inmate status, such as being sentenced.

M.5 Special requests

Special requests are submitted using the inquiry form on the kiosk. These requests are for “special circumstances” such as speaking to staff about issues that arrive, changes needed, privileges extended, talking to other officers such as drug enforcement or arresting officer. (Basically anything other than medical or mental health) Be specific about what you are requesting and why you are requesting it. Make sure when you fill out these types of requests you are not asking for something that violates jail policy and procedures. Those types of requests could receive no response.

M.6 Property release requests:

You need to submit a request for property release on the kiosk. We will only release the specified item(s) listed on the request and the items will only be released to the person specified, on the request. If you are releasing all of your property make sure you document all property to be released.

Prison Property Release: You may request this form when releasing property due to moving to prison. You must include a phone number along with the name of the person picking up the property. Special rules are outlined on the form. (Again we will only release property to the person specified on the form) Property not claimed within 30 days will be disposed of.

M.7 Grievance

The goal of the Grant County Jail is to maintain a safe and secure environment for the inmates it houses. This goal is accomplished by providing proper staff, care, supplies, programs, rules, and sanctions for the inmates. You may file an inmate grievance at any time you feel:

- a)** you have been treated unfairly or improperly by staff
- b)** you have not been afforded the proper care you need
- c)** you have a specific issue with living conditions
- d)** you did not like the response you received from a properly submitted special request form

M.7a Grievance Forms

A grievance form can be submitted on a Kiosk. You must fill the grievance form out completely and accurately. Any grievances that are sent in anonymously or third party will not be considered. Grievance forms are not to be used to appeal a sanction or write up. (There are proper forms for those types of requests) Properly submitted grievances will be addressed, by administration, and when a determination is made, you will be notified of the response whether approved or denied.

Inmates are not allowed to submit group grievances or multiple inmate grievances. Group or multiple inmate forms will be denied immediately.

M.7.b Grievance appeal

You have the right to appeal the administration/other officer's determination one time. You may appeal the Grievance by using the Kiosk. This appeal will be submitted to a supervisor other than the one who answered the original grievance. This appeal must be submitted within 48 hours of receiving the denial. The determination made in the appeals process will be final and no further action will be taken.

M.8 Inmate Voting

Prior to each election, any inmate wishing to vote, or wanting to register to vote will submit and inquiry to jail staff for assistance. The following will be guidelines:

- Inmates will need an acceptable photo ID to request an absentee ballot and vote.
- If an Inmate has/had a photo ID when they were incarcerated, they will have to ask the staff to make a copy of that ID for them. If an inmate does not already have an acceptable photo ID, and cannot leave the jail to obtain one, they will not be able to vote.
- The inmate may request an absentee ballot by mail from the jurisdiction they are registered to vote.
- A copy of the inmate's photo ID must be included with the absentee request and submitted to the municipal clerk.
- The inmate must ask the staff of the jail to make a copy of their photo ID, or allow the inmate to use a copy of his/her photo ID provided by someone else.
- The inmate must sign an absentee ballot request form, which can be mailed by the inmate or a third party.

(N) Sick Call/Medical Issues/Medications

If you are sick you need to notify staff in order to provide proper care and isolation in order to prevent the spread of germs. If it is non-emergency, you may submit the request for medical care form on the kiosk.

If you are experiencing an emergency, advise staff, in person, of your sickness, so they can take proper steps to help you.

N.1 Nurses Visits

We are staffed with nurses to assist with medical issues. You will be charged a \$5 fee for any requests for medical care/nurses visit. (Fees subject to change without notice). Inability to pay the fee will not prevent you from receiving medical care.

N.2 Doctor Visits

Should the doctor need to see you at the Grant County Jail you will be charged a fee of \$50.00. (Fee subject to change without notice)

Only a nurse can authorize a doctor visit.

Charges will be assessed for any other tests or services provided such as x-rays, lab work, or medication.

N.3 Mental Health Visits

The Grant county Jail has contracted Mental Health services. You can make a request to speak to a mental health professional by submitting a mental health request on the Kiosk. Fill the form out completely.

If you have medical insurance and did not disclose it during the booking process, you should make sure medical staff is aware of coverage. This is your responsibility. You will be billed directly in cases of no insurance or undisclosed

insurance coverage. You will not be denied medical or mental health care because you are unable to pay for the service.

(O) Medications

O.1 Prescriptions Medications

If you are currently taking medications, these must be approved by our nursing staff prior to them being administered. This approval will also include your medications being sent to Hometown Pharmacy for bubble pack. You will be responsible for the fees associated with the bubble pack. Medications that have been approved can only be administered at med pass times and only the required dose and time outlined on the prescription. We use HomeTown Pharmacy in Lancaster for medication refills. If you have insurance, you need to let nursing staff know ahead of time in order make sure billing is submitted to your insurance and not to you.

Medication Pass Procedures:

- a. Before med pass begins, Master Control will announce that medication pass will be starting.
- b. When your block is called you will proceed as a group to the nurse's hallway with your empty jail issue cup. (use of any other container may result in a disciplinary sanctions)
- c. You will wait quietly in the nurse's hallway until the floor officer calls you into the exam room to administer medications.
- d. You will state your full name whenever asked by Jail Staff.
- e. You will take your meds as outlined in this handbook.
- f. After you are finished taking your medications, you will return to hallway and wait until all inmates have completed med pass in your housing unit, then return as a group to the block.
- g. Delaying or refusing to cooperate with these procedures may result in disciplinary sanctions.
- h. Communicating with any other inmates passing through the hallway during med pass will result in a disciplinary action.

Proper steps to taking your medication:

- a) put the medication in your mouth
- b) show staff the medications on your tongue
- c) drink water provided by staff and swallow the medication

- d) show staff inside your mouth (including pulling your cheeks to the side, pulling your lip out from your gums, and lifting your tongue)
- e) show staff hands and fingers spread apart

This should be an automatic response to taking medications and you should not have to be prompted by jail staff to comply.

The Grant County Jail has a **“zero tolerance”** policy regarding improper use or attempting to conceal medications during administration. (Cheeking)
Any attempts to hide medications will be reported to medical staff.

- a) Medication will be immediately suspended pending investigation of medication violations
- b) Medical staff will determine further need for the medication.
- c) Medication may be canceled.
- d) Other penalties or sanctions may be imposed.

***Any attempts to share medications with other inmates may result in criminal charges. ***

***Medications not taken with you at time of release or transfer will be destroyed after 7 days. Please keep in mind, that prescriptions will only be released to whom they are prescribed. The WI prison will not accept your medications at intake. Any leftover prescription medication will have to be destroyed, and are not reusable/refundable.*

O.2 Over the Counter Medications

All over the counter medications will be approved by the medical staff and billed to the inmate. Inmates are not allowed to share over the counter medications.

You will never be refused medical care. If you do not have money, you will be billed for any medical treatment or prescriptions. This will result in you having

a negative balance on your medical books. 75% of any money deposited into your inmate account will be used to pay off medical debt, until you are paid in full.

(P)Inmate Accounts

When you were admitted into the jail you were assigned an inmate ID number and a pin number. Do not share your pin number with other inmates. This pin is necessary to access your account in order to make purchases. This inmate ID and pin is your way of purchasing items necessary for your stay, making requests, and participating in visitation. You will be required to enter your inmate ID and pin number to access a kiosk.

P.1 Commissary

P.1.a Weekly

Commissary will be ordered one time a week. Commissary will be ordered on the telephone, or kiosk. All commissary orders must be submitted no later than midnight on Monday nights. So if you have a 10pm lockdown, make sure your order is in before then. Commissary will arrive on Wednesdays and will be passed when time permits.

When weekly commissary is delivered, jail staff will enter the block and go through the items on the order, with you present. If you take your items before jail staff verifies the contents with you, you will not be reimbursed for any missing or damaged items.

In the case you may have been reclassified before commissary is delivered, and you are no longer allowed certain items, those items will be placed in your personal property. Any items placed in inmate property storage will not be allowed back into the housing units. These items will be returned to you upon release from the jail.

Excessive amounts of commissary and personal property will be confiscated and placed in your property. Commissary and personal property such as clothes, books, food, hygiene items etc, should fit in your jail issue tote.

You are not allowed to leave your commissary to another inmate upon release.

Commissary is a privilege. Please follow the rules to ensure the benefit of this privilege continues.

P.1.b Snack Pack/Coffee Pack

You may purchase a snack/coffee pack ***at booking or during the daily canteen pass***. A snack pack contains chips, granola bar, candy bars, meat stick, and drink mix. Coffee pack is just that, instant coffee. You may order more than one snack/Coffee pack. Other than at booking, you must request purchase off the snack packs during daily canteen cart as items are being passed. Only minimum and medium classification inmates are allowed to purchase these. No exceptions are made for this.

P.2 Inmate debt

Medical debt is billed under your medical account. If you have medical debt, 75% of any money added to your account will be taken to pay on your medical debt. You will be notified of any outstanding medical debt upon release. It will be your responsibility to pay this debt. Any money remaining in your account upon release will be taken to pay any existing medical debt.

General fund debt is accumulated when inmates are indigent and make requests for hygiene products and legal supplies. General fund debt also accumulates from other expenses occurred in the jail; such as intentional damage to property. Any general fund debt will be subtracted in full from any monies placed in your account.

(Q) Inmate Releases

Inmate release for those sitting a sentence will be between the hours of 6am and 8am daily. If it is your release day, make sure you have gathered all your jail issued items. You will be required to clean your bunk area and wipe down your mattress and bunk with disinfectant spray provided in the blocks.

You are not allowed to leave any items behind such as food, commissary items, books, magazines, newspapers, foam mattresses etc.

Jail staff will inspect all items returned to the jail including the mattress and bunk area. Any damaged (other than normal wear and tear) or lost jail issue items will be charged to you at cost. You will be responsible to pay for these items. Any damage or graffiti to the bunk area will also be assessed and charged to you. Any unused phone time will be credited back to you. Any money in your account, at release, will be applied, in full, to any debt. You will receive a check for any money owed back to you.

We will not store any items left behind or commissary delivered after you are released.

If you are being released to the prison system, it is up to you to submit a Property Release form before you leave. You may not know when you are being transported, so it's a good idea to release your property soon as possible after sentencing. You can request a Property Release form on the Kiosk. Once you are released, we will contact the person listed, and advise the items need to be picked up. These items will be stored up to 30 days.

(R)Bonds

If you are being released on bond, read your bond carefully. It is up to you to make sure you understand what behavior is expected of you while out on bond. If you are required to post money on a bond, monies can be deposited, at any time, by using the Stellar Teller or jailatm.com. You may use monies in your inmate account to pay bond. When using your inmate account to post bond, you must fill out a special request to make your intentions known to jail staff. The request has to include the exact dollar amount you want applied to your bond.

To be released on bond:

- You must meet any monetary conditions of the bond
- You must read and understand the conditions of the bond (including no-contacts, restrictions, and future court date)
- You must provide current address and phone number
- You must sign the bond

- You must show up to any/all required future court dates until the case is concluded (failure to comply with this condition will result in criminal charges)

Refusing to sign the bond, signing the bond improperly, or refusing to agree to conditions of the bond, will result in not being released from jail.

(S)Inmate Worker Guidelines

S.1 Qualifications:

- a)** Mandatory minimum classification
- b)** Able to follow directions/instructions
- c)** Able to follow rules and guidelines
- d)** No reprimands on file for current stay
- e)** Able to bend, lift, push, and pull
- f)** Able to get along well with other inmate workers
- g)** Able to follow inmate worker guidelines for conduct
- h)** Must sign a Consent to Work Form
- i)** Must be approved by medical staff.

S.2 Inmate Worker Conduct:

- a)** Must follow jail rules
- b)** While working, may only communicate with other inmate workers and supervisors
- c)** Must complete tasks assigned in a timely manner
- d)** Must follow instructions/directions given by supervisor
- e)** Absolutely no horseplay or outbursts
- f)** No vulgar, profane, or racist language or gestures
- g)** No food or other items from secured housing unit to work area (sack lunch or meals will be provided by the jail)
- h)** No items will be allowed to leave work areas and be brought into secured housing unit
- i)** No items will be allowed from secured housing unit to work area (this included ear buds and radios)
- j)** No operating any motorized or heavy duty equipment
- k)** Must immediately report any accidents, injury, or damages.

The position of inmate worker is a privilege. You are expected to abide by all the rules set forth for the jail and as an inmate worker. You are going to be trained on how to do specific jobs. You are expected to work in an efficient manner to make sure you are able to complete the task.

Inmate worker status is not a paid position. You will not receive paid wages for any work you do. You will however be allowed 1-day credit off a current sentence for every 24 hours worked. (This credit only applies to sentenced inmates who earn good time)

As an inmate worker, you will be given certain privileges other inmates do not have. These privileges include changes in uniform, housing, and commissary.

Inmate workers will be assigned jobs such as, cleaning corridors, and program rooms. You could also be assigned to work in the laundry room or pass meals at mealtime. Occasionally our maintenance staff may request an inmate worker to help with grounds keeping, such as mowing grass or removing snow. Inmate workers may be allowed to travel from the jail and be used in other county functions, such as courthouse or fairgrounds. Any time you are off grounds, you are expected to follow all rules and direction from your supervisor.

You may be assigned certain tools to complete your job. You are responsible for keeping track of all tools issued and for returning the tools to your supervisor when you are finished. You may be required to wear certain protective gear (ear plugs, gloves, safety glasses) while using certain tools. You must use all protective gear when instructed to do so (this includes seatbelts when traveling to a jobsite outside of the jail).

Inmate workers are not given verbal warnings or write ups for breaking the rules. As an inmate worker, if you break the rules you are done, no questions asked. You will be escorted back to your unit and will no longer be considered an inmate worker. (This could also result in a reclassification depending on the violation)

Any attempt to communicate with anyone other than your supervisor or inmate co-workers will result in an immediate loss of your inmate worker status.

Any attempt to smuggle ANY type of contraband back into the unit will result in an immediate termination of inmate worker status.

If your supervisor, whether in the jail or outside of the jail, feels you are not working to their satisfaction, or responding to training, you could be immediately removed as an inmate worker.

If you are interested in becoming an inmate worker, you need to fill out a special request on the kiosk in your housing unit. Be specific in describing your abilities and qualifications.

(T) PREA-Prison Rape Elimination Act

Policy

You have the right to be free from sexual abuse and sexual harassment. Sexual abuse is unwanted sexual contact with another inmate or any sexual contact with a staff member. Sexual harassment includes repeated sexual comments or gestures. The jail does not tolerate sexual abuse or sexual harassment. All complaints of sexual abuse, harassment, or retaliation, because of such a complaint, will be investigated. Anyone who sexually abuses or harasses someone will be disciplined and prosecuted if the conduct is a crime.

About Your Safety:

You have the right to be safe from sexual abuse or harassment.

- No one has the right to make you do a sexual act
- You do not have to put up with sexual harassment, sexual abuse or being forced to have unwanted sexual contact with anyone
- If you are being pushed, threatened, or blackmailed into a sex act by another inmate or by staff, you should report it.
- You should also report if anyone tries to get back at you because you reported such an incident or spoke to an investigator.

What to do if you are abused:

If you are sexually abused, report it immediately to staff. Help will be provided whether or not you name your abuser. Be as clear as you can when you report the abuse. The more you tell staff the easier it will be to help you. Even though you may want to clean up after the abuse, it is important to be examined before you shower, wash, drink, eat, change clothing, or use the bathroom.

The person or persons responsible for sexual abuse, of inmates, can only be disciplined or prosecuted if the abuse is reported.

How do I make a report?

It is important to tell staff if you have been sexually abused or sexually harassed. You can tell any staff person, chaplain, medical staff, or any other employee. You may also report by writing to the Sheriff of Jail Administrator. If you feel that you have been a victim of sexual abuse or harassment, you should report it immediately.

What happens with the reports of sexual abuse?

All reports of sexual abuse, harassment, and retaliation for reporting sexual abuse or harassment, or retaliation for taking part in an investigation of possible sexual abuse or harassment will be investigated. An inmate will not be punished for good faith reporting of sexual abuse or sexual assault.