

October 2021

HANDBOOK

The Trempealeau County Jail is managed and controlled by the Sheriff and his/her staff. Rules, posted instructions and staff orders must be followed. The following information will help guide you during confinement. Changes in protocol may occur at any time due to safety, security, or for health reasons. 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, suspension of privileges and/or programs, impact Huber and/or lead to criminal prosecution. It is your responsibility to become familiar with the content of this handbook.

Admissions

After the booking process is complete, you will be allowed one successful telephone call. You will be assigned a personal 4 digit pin number needed to utilize jail Kiosk. Placement in general population will depend on housing needs, classification, safety/security issues, and/or court outcome. Inmates who remain in custody will be classified, strip 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 as scheduled by the District Attorney's Office. If you have been arrested on criminal charges, jail staff will assist with a call to the Public Defender's office at approximately 9:00 a.m. (715-284-9553). Please refer questions related to your court appearance or legal matters to your attorney. Court appearances may be held by video.

Inmates deemed a Pro Se litigant by the Court shall have sufficient resources to communicate with the courts including envelopes, writing materials, paper, and service of a Notary. Fees may be assessed for faxes, printed legal cases/materials, and envelopes.

U.S. 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 U.S Consulate may help obtain legal representation and may help contact your family.

Classification

An objective classification system is used to determine housing, work and program assignment. It is based on your current charges, criminal record, gender, behavior, medical/mental health conditions and any other factors necessary to ensure safety & security. An initial classification will be completed prior to movement to general population. A formal interview will be conducted by a Classification Officer and will 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 a kiosk request for a formal grievance form.

Personal Conduct

Respectful conduct is expected towards others regardless of religion, race, beliefs or reason for incarceration. Disruption, disrespectful and/or threatening behavior towards anyone will not be tolerated.

Personal Property

Your personal property will be stored in an assigned locker. Other than active Huber inmates, you will not have access to your personal property, including cell phone, once property is secured. All property must fit inside the issued locker or you will be expected to release or discard excess items. Jail issued property, authorized personal property, and commissary items shall be stored in an assigned mesh bag and maintained in your cell under your bunk or bottom bunk.

The jail does not accept personal property and will provide the following to you: jail uniform, sandals, towel, washcloth, bedding, mesh laundry bag and hygiene kit (contains: Styrofoam cup, toothbrush, comb, toothpaste, bar of soap, shampoo, and soap dish at a cost of \$2.85). Additional hygiene and clothing items may be purchased through commissary.

The following personal items are permitted 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
Pencil	1 deck of cards	Embossed envelopes
Limited paperwork	Court/Legal Paperwork	Commissary items
Letters		

Due to safety reasons, excessive amounts of personal items, including paperwork and commissary, will be removed and placed in your assigned locker.

Personal property may be released at any time by submitting a property release form. Please submit a request for this form through the jail's kiosk. Those transferring to prison will be provided a property release form to complete and will make arrangements to have all personal property retrieved within two weeks of transfer. Any property that is not retrieved within the allotted time will be discarded.

Inmate Requests

All non-emergency questions or concerns will be submitted via Stellar Kiosk. Inmates determined to have disabilities where use of the kiosk is not feasible may submit a verbal request directly to jail staff. You will be provided a jail issued pin number to access the kiosk. Do not share your pin number with anyone else. Although kiosk requests are reviewed daily, it's important to notify jail staff immediately if you have a true emergency to avoid delay. Please ask on duty jail staff if you need assistance operating the kiosk.

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 are not accepted and will be stored in your assigned locker. Deposits to your

account may be made in the form of cash, credit or debit card. 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 may not place money on another inmate's account during custody.

Upon release, outstanding debt will be collected & remaining funds will be issued in the form of a check which will be issued or mailed to you. A debit card may be issued in lieu of a check. Unused phone minutes will be credited to your account at custody release. If an outstanding jail debt exists at release, a debt letter will be mailed to you from the Sheriff's Office along with a financial disclosure form and process for setting up a payment plan. Failure to maintain monthly debt payments will result in tax intercept collection.

Jail fees are assessed in accordance with County Ordinance. Information on jail fees is posted on CidNet.

Meals

Three nutritious meals are provided daily. During meal service, inmates shall retrieve their own food tray. Those who refuse to retrieve a food tray will not be provided a substitute. Inmates deemed a safety and/or security risk may be provided finger foods.

Prior to and after meal service, disinfectant wipes will be provided to clean the dayroom table(s). Trays & utensils shall be retrieved by jail staff. Do not save perishable food items nor discard uneaten food or utensils in the trash. Active Huber and/or inmate workers will be provided a sack lunch for any missed meals.

Medically prescribed special diets will be provided as approved by the qualified health care professional. Inmates requesting a religious diet may submit a religious diet request form. Please submit a kiosk request for this form. Approved religious diets or substitutes may be provided with available resources.

Head Count

Head counts will be conducted daily at meal times, lockdown and as deemed necessary. Inmates will be expected to line up in front of their assigned cell during this activity if ordered to do so. Failure to cooperate with head counts may result in disciplinary action.

Commissary/Canteen

Commissary allows inmates, who have the funds available, to purchase additional hygiene products & specific items not provided by the jail through the jail's kiosk via CidNet. Orders must be placed on kiosk prior to lockdown on Tuesday evening. Orders are generally delivered on Thursdays with the exception of holidays. Commissary may be restricted based on safety & security, custody status, and/or classification level.

Commissary orders are limited to \$50 weekly with exception of maximum inmates who are limited to specific hygiene items, envelopes/paper and limited basic clothing. Inmates may order snack packs on a daily basis via CidNet message. Snack pack information is contained on CidNet located on the jail kiosk.

Family and friends may order commissary for you online through www.jailatm.com website. On-line orders are marked up at 10% by the vendor for processing fees and are shipped with normal commissary delivery. On-line ordering disputes may be addressed by calling: 870-627-5476.

Indigent

Indigent is defined as an inmate who has less than \$1.00 on his/her inmate trust account for a two week period.

If deemed indigent, you may order basic hygiene items and writing materials through commissary. The following indigent items will be available through commissary once per week under Special category, 9300-9320:

- Hygiene items: Soap, Shampoo, Body Wash, toothbrush, toothpaste, comb
- Supplies: 2 pieces of writing paper & 2 embossed envelopes

Inmates are not permitted to order snack packs or commissary for another inmate nor transfer money to another inmate's account.

Housekeeping

Cleaning supplies will be provided to each cell block on a daily basis. You are expected to clean your cell and ALL inmates shall clean the dayroom after receipt of the supplies. Bunks shall be made neatly & remain so when not in use. Excess items shall be stored in your assigned mesh bag. 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 Friday or Saturday.

Cleanliness will help limit the introduction & spread of disease, as well as make living conditions more tolerable. Failure to clean or maintain a neat & orderly cell may result in discipline action

Hygiene/Haircuts

Inmates are expected to maintain clean personal hygiene and shower regularly as not to be offensive to others. Inmates will be provided a hygiene/starter kit within 24 hours of incarceration which includes soap, toothbrush, toothpaste, comb, and soap dish at a cost of \$2.85. Additional hygiene items may be purchased through commissary via Cidnet. Indigent inmates may order hygiene items weekly through commissary and will be billed the cost. Will need to provide jail staff with empty container prior to receipt of replacement indigent hygiene item. Basic female hygiene products and toilet paper is available upon request.

An electric hair clipper is available for use on Sunday's starting at 8:00 am to cut hair and/or trim beards. The clipper must be disinfected after each use. Employed Huber inmates may schedule a haircut at a local barber/salon with pre-approval of jail staff.

Nail clippers are available on Sunday's and shall be disinfected after each use. Inmates may submit a jail kiosk request via Cidnet to Jail Staff for use of nail clippers. Inmates are expected to keep fingernails short. Inmate's classified as maximum, those in discipline or administrative confinement, and/or considered a safety or security risk shall not have access to the hair or nail clippers.

Use of a disposable razor is available to those who have a jury trial and will be used under direct supervision by jail staff. Use of the razor may be denied if a safety concern exists.

For sanitary reasons, do not share hygiene items!

Uniforms/Laundry

Jail issued uniforms & footwear will be issued to you and shall be worn at all times other than at lockdown. Uniforms will be appropriate size as determined by jail staff. T-shirts and thermals may be purchased through commissary and shall be worn under the jail uniform.

Uniforms and personal laundry are laundered weekly on Thursdays & Sundays. Sheets will be washed on Sundays and blankets once per month. Huber laundry is conducted on Sundays. Towels & wash cloths are exchanged daily prior to lockdown. Each inmate is required to exchange uniforms, linens and bedding on laundry days. Place your personal laundry in the mesh bag that was provided to you for laundering. Refusal to participate in laundry exchange may result in disciplinary action. Additional laundering may occur based on facility needs. If you damage any jail issued property; you will incur the replacement cost and may face disciplinary action.

Visitation

On and off-site visitation is available with family, friends, and professional visitors. Attorney visits are conducted virtually or by telephone. Visitation is a privilege and is based on space, equipment, schedules and staffing availability. All visits are subject to monitoring and recording; with the exception of known attorney visits.

Inmate visitation is conducted by video through CidNet between the hours of 8 am – 10pm. Family & friends may preschedule remote visits through <https://customer.cidnet.net> or by calling the jail directly to schedule a video visit. An adult must accompany anyone under the age of 18 for both on and off-site visits and visit will be terminated if an adult is not present.

For off-site video visits (Skype), the visitor must have proper computer equipment and camera. Cost is \$4.95 for a 15 minute visit.

On-site video visitation is available daily from 8am- 4:00 pm, with exception of 11am—12 pm, at no cost. All visitors must be dressed appropriately, sober, and present a photo ID. Children must be controlled during visits or the visit will be terminated. Only one visitor at a time may visit with the 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.

Visits may be delayed or postponed due to court, activities, emergencies or unforeseen circumstances.

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 DOC or Court ordered no contact; 4) Failure to follow jail rules, policy or order of jail staff; 5) Any inappropriate conduct and/or safety/security concern exists.

Recreation/Exercise

Access to the exercise room & equipment is determined by classification level, availability and safety/security. Maximum classification, those in special housing or where a safety/security concern exists shall be limited to exercising in their cell or day room only. 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.

Recreation may be suspended at any time due to a jail emergency, health reasons, safety/security, or for repairs.

Programs

The jail will provide educational, vocational, and/or rehabilitation programs to the greatest extent possible. The ability to offer programs is subject to schedule, available space, personnel, and other resource constraints. Program attendance may be restricted based on classification level and/or safety and security reasons. Inmates 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 advanced information regarding program availability. A program calendar will be made available each month on CidNet. Inmates may submit a kiosk request for program(s) they wish to attend. Assigned program personnel will coordinate programs, trainers and volunteers and will provide necessary program materials to inmates.

Programs may be held virtually. Inmates and program personnel will use proper conduct and at any time staff become aware of inappropriate conduct the program will be immediately terminated and further action taken.

Trainers, program personnel, and volunteers provide a valuable service for the jail and inmates. At any time an inmate is disruptive, fails to participate, attempts to manipulate the person for personal gain or any other non-productive inappropriate behavior will be suspended from program attendance. Personal contact with a trainer, personnel or volunteer is strictly forbidden during your custody stay. Focus should be on the training/program topic only.

Inmate Worker Program

The inmate worker program is designed to allow sentenced inmates to improve and/or develop useful job skills, work habits and experiences that may facilitate a successful transition back to the community. Eligibility will be determined by availability, current conviction, criminal history, behavior and safety/security. Certain felony convictions and child support sanctions are not eligible to participate. Work detail may be inside the facility, within the courthouse and its grounds, or special detail approved by the Sheriff.

Sentenced inmates may submit a request for an Inmate Worker packet for participation in the program through the jail kiosk. If selected, an inmate worker may earn 1 day of credit in addition to good time for every 24 hours of work. Failure to follow inmate worker and jail rules will result in suspension and/or removal from the program. The Inmate Worker program may be suspended at any time a safety/security or community health concern exists.

Huber/Work Release

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 on OWI convictions. Violations of the program or jail rules may result in disciplinary action which may impact your Huber status. The Huber program may be suspended by the Sheriff at any time a safety/security or community health concern exists.

Electronic Home Monitoring Program (EM)

Inmates sentenced with Huber will automatically be screened for the Sheriff's EM program. Although EM may be

approved by the Court, it is at the discretion of the Sheriff. 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 jail time at an approved residence within the State of Wisconsin. EM rules must be followed and violations may negatively impact Huber and/or EM and may result in a return to jail custody. Inmates placed on the program are expected to maintain compliance with associated fees. Huber rules and fees are listed in the Huber packet.

Religious Programming

Inmates shall have the opportunity to participate in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate governmental objectives of the facility. Specific religious requests may be directed to a jail supervisor via the jail kiosk. Inmates will be notified of scheduled religious services, generally, non-denominational religious and faith based programs.

Telephone Calls

With the exception of Attorney 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; hours of use is dependent on your classification level. 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. Unused phone minutes are only credited to your account at custody release.

Library

Access to the jail library is available daily depending on classification level and safety/security. Use may be scheduled or you may request access to the library while being escorted to/from recreation. Books are provided by Winding Rivers Library. We do not accept donated books from inmates nor family/friends. Inmates may not have books, sent to the jail unless it is directly from the publisher and pre-approved by a jail supervisor. Books may be denied based on safety, security, control & order of the jail. Inmates may have in their possession 2 books each at any given time. Excessive books will be removed.

Inmates in discipline, special watch, or administrative confinement may be provided a book only at the discretion of a jail supervisor.

Mail/Publications/Email

Inmates may, at their own expense, send and receive mail. All incoming/outgoing mail shall be sent through the US Post Office. Jail Staff may read & inspect non-privileged mail for safety & security reasons. Mail is processed weekdays, excluding holidays. 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. If you are housed in another County due to overcrowding, your mail will be forwarded to that facility.

Outgoing confidential and legal mail will be left unsealed and inspected in the presence of the inmate before it is sealed. Incoming confidential 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 will be collected nightly after supper meal and prior to lockdown. Mail shall include your name & return address as the Trempealeau County Jail. Weekly, indigent inmates may request 2 standard envelopes/2 sheets of paper to send outgoing mail and will incur **\$1.50** charge for the cost.

All approved personal mail shall be scanned and sent to your CidNet account and original placed into your assigned jail locker.

Inmates may receive publications, newspapers, or magazines with pre-approval of a jail supervisor, if it is mailed directly from the publisher. Items considered a safety or security threat will be denied and non-delivery of mail issued to the inmate.

Inmates may also correspond by email or text with family or friends through CidNet. All correspondence is 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.

Excessive amount of mail that is deemed a safety/security or fire hazard will be removed and placed in your locker.

Voting

Inmate voting information can be located on CidNet. Please submit a kiosk request if you need assistance with the voting process or registration during election time.

Health Care Services (Medical, Mental Health, Dental)

All inmates will have access to adequate health care services regardless of the inability to pay. If you are experiencing a serious health care need or have thoughts of self-harm, please notify jail staff immediately!

Inmates may submit non-emergency dental, and/or health care requests or concerns to medical staff via the jail kiosk. Inmates who are deemed to have disabilities where kiosk use is not feasible may submit a verbal request directly to jail staff to forward to health services. Inmates are responsible for the cost of their health care costs including co-pay as designated by County ordinance.

All medications must be approved by the Jail's medical director. 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. Basic over-the-counter medications are available through commissary such as antacid, cough drops, antacid roll, saline solution, eye drops, nasal spray, etc. Authorized medications will be returned to you upon custody release.

Mental health counseling is available on-site twice weekly by the jail's licensed mental health professional. If you are experiencing suicidal thoughts, please notify jail staff immediately!

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 (located in each cell block day room area).

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/Appeals

Inmates may file grievances relating to conditions of confinement which includes release date, housing, medical care, food services, hygiene/sanitation, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures and allegations of sexual abuse. Grievances will not be accepted if they are challenging rules and policies themselves, state or local laws, court decision and probation/parole actions. Grievances will not be accepted on behalf of others. The grievance process is for legitimate problems or complaints only and abuse or repeated frivolous filing of grievances may result in disciplinary action. Frivolous grievances are defined as repeated intentional filing of a grievance that is petty, trifle, used as a means to retaliate or where no-remedy is available to an issue that makes in unworthy of serious attention.

Inmates may submit a jail kiosk message requesting a grievance form. Once a grievance is filed, jail staff will try to resolve problem informally with you. If the jailer is unable to resolve the complaint informally, the complaint will be referred to a jail supervisor. If your complaint is against a staff member or sensitive in nature, please request an envelope from staff to seal the grievance and forward it to a jail supervisor.

Inmates may appeal the finding of a grievance to the Jail Captain within 5 days of receiving the findings of the original grievance. The Jail Captain is the final level of appeal.

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 jail staff right away! Immediate action shall be taken & investigation initiated.

Information regarding the prevention of sexual assault and harassment may be found in the jail library and on the jail kiosk. You may also contact outside resources such, but not limited to, New Horizons (715-538-2810 or 800-706-8586) or Victim Services (715-538-2311).

Administrative Segregation

Is a non-punitive housing measure used when an inmate’s presence in general housing is a threat to safety, security, order of the jail or when close observation is necessary due to the health of the inmate. It may also be used when a major jail violation occurs where an inmate’s presence may inhibit the disciplinary investigation. Individuals will remain on Administrative Segregation until they no longer pose a risk.

Jail Rules & Regulations

The following is a list of rules, and are in place for safety & security along with control & order of the jail. **The list is not all-inclusive as not every infraction can be accounted for.** Violations may result in a verbal or written warning, suspension of privileges, loss of good time, loss of Huber, disciplinary action, and/or referral for criminal charges. If you damage jail property the cost to replace the item may be charged to your account or we may seek restitution through the courts. Sanctions will vary depending on seriousness of the violation. A disciplinary due process will be offered on all major jail violations before any sanction is imposed.

Minor Jail Violations

Minor violations are generally rule violations related to behavior in which discipline can be imposed. Minor discipline is a verbal or written reprimand, restriction of privileges for 24 hours or less, or placement in disciplinary segregation for 24 hours or less by correctional staff. You will have the opportunity to provide a written statement or verbal statement if you cannot read or write. If you appeal the sanction or discipline, an appeal form will be provided to you and sanction withheld until the incident is reviewed by a jail supervisor.

If charged with 3 or more minor rule violations in a consecutive 30-day period, it may be considered a major rule violation. You may be placed on Administrative Segregation, if necessary, prior to the disciplinary due process hearing.

Minor Disciplinary Sanctions may include the following:

- *Verbal Warning
- *Written Warning
- * Removal or suspension from work detail
- * Restriction of privileges for 24 hours or less
- * Punitive segregation for 24 hours or less
- * Suspension of program or other privilege for 24 hours or less

Minor Jail Rule 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 or related material.
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, adhering anything to, 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, blanket, sheet, 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. Retaining or hoarding or failure to return the TV remote.
22. Beds must be neatly made at all times other than when in use.

Major Jail Rule Violations

Major rule violations are defined as a violation of jail rules in which major discipline may be imposed. Violations are generally a threat to the safety, security or operation of the facility. Inmates will have the opportunity to provide a written statement; or verbal statement if you cannot read or write. A disciplinary due process hearing will be offered prior to imposing discipline. You may be placed in Administrative Segregation, if necessary, prior to the hearing.

Sanctions for major jail violations may include any of 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

Inmates who are subject to major discipline as a result of rule violations shall be afforded **the a** procedural due process hearing. Inmate discipline is an administrative and not a judicial process. Inmates do not have a right to an attorney in any disciplinary hearing. Additionally, disciplinary matters may be referred for criminal prosecution as there is no double jeopardy defense for an administrative process. You may waive the right to a hearing and sanction may be imposed. The following guidelines are followed in regards to disciplinary due process hearings:

- a. Inmates will be notified of the rules violated and of the right to a due process hearing at least 24 hours in advance of the hearing.
- b. The hearing will be held within 7 calendar days unless the inmate waives the right to a due process hearing. Written notice will be provided to the inmate if the hearing is postponed or continued.
- c. An inmate may waive the due process hearing in writing at any time at which time discipline may be imposed. A waiver does not constitute an admission of the alleged violation.
- d. The hearing will be held by an impartial hearing officer.
- e. The accused inmate may be present at the hearing unless waived or presence poses threat to the facility safety, security and order.
- f. The Hearing Officer will disclose all witnesses who will participate in the hearing. Inmates have no right to cross-examine witnesses. However, the accused inmate may be permitted to suggest questions that the hearing officer, in his/her discretion, may ask.
- g. Accused inmates have the right to make a statement and limited right to call witnesses and/or present evidence. 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 do not have the right to cross examine witnesses. The Hearing Officer may deny inmate requested witnesses when it determined that allowing the witness to testify would compromise safety/security or when the witness's information would not be relevant, duplicative or unnecessary.

- h. Absent a safety or security concern, reports and evidence obtained during the investigation will be made available to the accused inmate prior to the hearing.
- i. A staff member may be assigned to assist an inmate who is incapable of representing him/herself at a disciplinary hearing due to literacy, developmental disabilities, language barriers or mental health status.
- j. Inmates shall receive a written decision on the hearing results and sanction(s) to be imposed, if any.
- k. 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. Only appeals based on the following will be considered:
 - i. The disciplinary process or procedures were not followed.
 - ii. There was insufficient evidence to support the hearing officer's decision.
 - iii. The discipline imposed was not proportionate to the violation committed.

A written appeal decision will be provided to the accused inmate within 10 days. The decision of the Jail Administrator shall be the final level of appeal.

An inmate found guilty of a major jail rule violation may be evaluated for reclassification following imposition of discipline.

Major Jail Rule Violations (Not all inclusive)

- A. Violation of any law, Wisconsin State Statute, Ordinance, or DOC rule.
- B. **Offenses against any person(s)**
 - 1. Assaults, fights, or threatening bodily harm or death.
 - 2. Sexual assault, sexual advances, sexual harassment, sexual threats, Rape.
 - 3. Indecent exposure or displaying of obscene materials or photos.
 - 4. Racial, ethnic, or sexual orientation slurs.
 - 5. Use of telephone, mail or email to harass or threaten another.
 - 6. Threatening conduct including extortion, blackmail & protection, etc.
 - 7. Violating a DOC or Court ordered no contact provision,
- C. **Offenses against property**
 - 8. Theft, including use of another inmate's ID number or telephone minutes.
 - 9. Damage or destruction of any county owned property.
 - 10. Rioting.
 - 11. Possession of money.
 - 12. Possession of another person's property.

13. Altering or modifying jail issued uniforms in any way or form.
14. Hanging clothing, linen, blankets, from bunks, cell bars, gates, etc.
15. Covering jail cameras.

D. Offenses impeding administration of justice

16. Lying, omitting, or making false statements.
17. Offering bribe or anything of value to any official, visitor, or staff member.
18. Obstructing an investigation.
19. Deviating Huber, EM, or any other court ordered condition or DOC rule.

E. Offenses posing a threat to security & order of the jail

20. Creating a disturbance.
21. Willful disobedience of a valid order and/or rules.
22. False alarm.
23. Escape, attempted escape, planning an escape.
24. Huber walk away, failure to report to jail.
25. Interfering with the Court.
26. Possession or introduction of weapons, explosives, or unauthorized tools.
27. Setting fires.
28. Tampering with or blocking any locking device.
29. Wearing or making a disguise or mask.
30. Possession or making forged documents.
31. Failure to cooperate with a search of your person or property.
32. Making threats towards others.
33. Possession of, wearing, manufacturing/distributing any gang related active ties.
34. Extorting or blackmailing of another inmate.
35. Resisting an officer.
36. Unauthorized communication (notes, letters, telephone, visits, email, etc.)
37. Smoking or introduction of tobacco or smoking materials.
38. Obstructing view of inmate, cell or camera.
39. Sending items outside the facility through visitors, vendors, program staff.
40. Failure to follow jail emergency procedures as directed by jail staff.
41. Note passing between inmate & any other person inside or outside the jail.
42. Gambling.

F. Offenses against health, safety, etc.

43. Creating a health, safety, or fire hazard. This includes blocking vents.
44. Possession or introduction of contraband.
45. Possession, introduction, or use of any narcotic, paraphernalia, drugs, tobacco, unauthorized medication or intoxicants.
46. Misuse of medication.
47. Violation of Huber or Electronic Monitor program.
48. Alteration of food or drink and/or making of intoxicants.
49. Encouraging a riot or hunger strike.
50. Plugging sink, shower, or toilet.
51. Expelling body fluids.

52. Tattooing self or others.
53. Feigning illness or injury.
54. Unauthorized contraband.

Trempealeau County Jail is equipped with visual/audio surveillance capabilities & staff of both genders conduct cell checks and monitor surveillance equipment for safety & security reasons

Trempealeau County Jail
36245 Main Street
PO. Box 67
Whitehall, WI 54773

Phone: 715-538-2311, Ext. 452
Fax: 715-538-2148