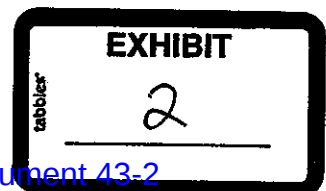


**CALUMET COUNTY  
RULES  
AND  
REGULATIONS  
HANDBOOK**

40JL12  
07/11



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### **ADMINISTRATIVE CONFINEMENT:**

An inmate may be placed in administrative confinement if his or her continued presence in general population:

- Presents a substantial risk of physical harm to themselves and/or another inmate, person or property;
- Threatens the security or order of the Jail;
- Inhibits a pending disciplinary investigation.

Administrative confinement can be imposed by a correctional officer for these reasons but must be reviewed by a supervisor within 24 hours.

### **ATTORNEYS:**

You will be allowed to call your attorney as soon as the booking process is completed. At no time will a correctional officer recommend an attorney to an inmate.

Your attorney may visit you daily between 8:00 a.m. - 11:00 a.m., 1:00 p.m. - 3:00 p.m. and 6:00 p.m. - 9:00 p.m. Your attorney may request a variance to the normal visiting hours if special circumstances prevail.

If you cannot afford an attorney of your own, you may qualify for representation by the public defender.

### **COMMISSARY:**

Inmates requesting commissary must order by telephone prior to 9:00 p.m. on Wednesday. Commissary will be delivered on Friday. Funds for your commissary will be deducted from your commissary account and you will be required to initial the commissary ledger prior to receiving your items.

**Any Commissary order or remaining property left unclaimed at the jail for 72 hours after an inmate is released, AWOL or transferred to a State Correctional Institute will be disposed of.**

Commissary funds may be mailed to an inmate or dropped off at the lobby by making a deposit into Kiosk.

Abuse of commissary may result in the loss of the commissary privilege.

TO ORDER CANTEEN: Put your inmate # and pin in (if there are zeros in front of the number, you need to take those off if you want your canteen order to go through), press zero, then press \*555 and then enter site number 135#.

**CLASSIFICATION:**

Objective Jail Classification

The Calumet County Jail will house their inmates using an Objective Jail Classification System. A classification team member will determine an Inmate's security classification by looking at information including the current crime, criminal history, and institutional behavior.

Inmates will be classified as Maximum, Medium or Minimum.

The Calumet County Jails intends to re-classify inmates approximately 30 days after being classified unless a situation warrants it earlier. The behavior of the Inmates will have the biggest impact in improving their classification level and gain the privileges that accompany a lower security classification.

Efforts will be made to house Inmates with the same security classification together within the same housing units. However, due to limited housing and fluctuating populations, it may be necessary to house inmates with different security classifications together.

**CONTRABAND:**

Contraband is defined as any item that is not issued to you, or is illegal to possess, while in the Calumet County Jail.

The Calumet County Jail is a tobacco free environment. Smoking or chewing tobacco is prohibited in all areas and sections of the facility.

Drugs and alcohol are not allowed in the Calumet County Jail.

Warning: Anyone convicted of delivering controlled substances to an inmate in a jail is subject to double the penalty for ordinary delivery.

Random alcohol and drug screening are done on all inmates as well as strip searches, cell block/Huber dorm searches and unannounced linen checks to locate and prevent contraband.

**COURT APPOINTMENTS:**

Your initial court appearance time is set by the court. The correctional staff does not know the time of your appearance.

**DISCIPLINE:**

If an inmate violates any jail rules/regulations, the correctional officer on duty shall notify the inmate, then document it in the jail log and submit a conduct report (including any immediate action taken) to the jail sergeant or designee.

Determination as to the seriousness of the report will be made at that time. The report will be considered either major or minor.

**MINOR:**

A minor violation means a violation of jail rules where penalties may immediately be imposed by a correctional officer are:

1. Verbal or written reprimand;
2. Restriction of privileges for 24 hours or less;
3. Placement in punitive segregation for 24 hours or less;
4. Inmate may appeal a supervisor's decision.

**MAJOR:**

A major violation means a violation of jail rules where penalties which may be imposed are:

1. Restriction of privileges for more than 24 hours;
2. Placement in punitive segregation for more than 24 hours;
3. Loss of good time earned;
4. Forfeiture of Huber/Work Release Privileges for up to five (5) days;
5. Revocation of Huber Law Privileges;
6. Criminal prosecution.
7. If found guilty of a major violation your classification will change.

**DUE PROCESS:**

- A. The inmate will receive a copy of the report which will include the specific rules(s) violated and the right to a disciplinary hearing at least 24 hours in advance of the hearing.
- B. A due process hearing will be held unless the inmate waives his/her right to a hearing. A waiver only indicates your desire to immediately dispose of the report without a formal hearing.
- C. A hearing officer designated by the Sheriff will conduct a hearing if a hearing is requested.
- D. The inmate may produce witnesses and question his/her accuser. All witnesses will be approved by the Jail Sergeant/Hearing Officer.
- E. A copy of the hearing officers findings will be given to the inmate and filed in his/her jail file.
- F. An inmate may appeal the disciplinary action by submitting an ICF to the Sheriff within 24 hours. If no such form is received, the inmate will be found guilty and disposition given.

**FEES AND EXPENSE REIMBURSEMENT:**

The Calumet County Jail imposes user fees and will seek reimbursement for all costs incurred by Calumet County while you are confined to the jail. Fees are charged and reimbursement is sought pursuant to authority given to Calumet County under Wis. Stats. 302.382, 302.388, 302.372, 302.38(2) and 303.08(4).

Jail user fees are set by the Calumet County Board and are subject to change. Fees may include a Booking Fee and Room and Board Charges for both Huber/Work release inmates and sentenced secure (unemployed) inmates. Reimbursement will be sought for all other expenses incurred by the county including, medical treatment and medication costs, indigent supplies, and property damage repair.

Fees and other costs will be billed to your canteen account on a weekly basis. If you are employed, your account will be balanced weekly. If you are unemployed, you may make weekly payments or pay the balance due the county upon your release. Any unpaid balance will be subject to a civil forfeiture action by the Calumet County Corporation Counsel.

**FINGERPRINTS AND BOOKING:**

State law requires that all persons who are booked into the jail for criminal charges must be photographed and fingerprinted, primarily for identification purposes. The state further requires that a new set of fingerprints be taken for each new offense. Even if you might have been booked previously, you may again be fingerprinted and re-photographed if necessary.

**HEALTH SERVICES:**

If you have a non-emergency health problem that needs attention, it is your responsibility to ask for a "Medical Request" form from Correctional Staff. The form should be completed and given to Correctional Staff.

If you are experiencing a medical emergency inform the Correctional Staff immediately.

Over-the-counter medications can be ordered from Jail commissary. If you have funds, you are expected to purchase these items from Jail commissary.

When medication rounds are announced and you wish to receive medication you must line up with a full glass of water and be properly dressed. Failure to do so may be deemed reason for documentation of refusal to take your medication.

All medication must be taken immediately when received. Concealing medication is strictly prohibited. You are required to open your mouth and lift your tongue for inspection to ensure that all medications have been ingested. Any attempt to "stockpile" medication will result in disciplinary action and may result in further review of the necessity of the drugs taken.



All inmates will be responsible for co-payment of all medical services they initiate; i.e., nurse and doctor visits. Inmates will also be responsible for payment of medications and other related services. Payments will be deducted from inmate money accounts.

Huber/Work Release Inmates (that are employed) must complete a Medical Request (sick call) Form and will be permitted to seek their own medical care as needed with the proper authorization and verification from the correctional staff.

**LIBRARY:**

A variety of paperback books are available. A maximum of three (3) each per inmate are allowed and may be replaced by exchange only. Library cart service will be offered on Tuesday evening. Huber/Work release inmates who are working may request the cart when they return from work. Inmates will be responsible for lost or damaged books. A ten dollar (\$10.00) charge will be assessed to your commissary funds for each lost or damaged book. If you checkout a State Statute book, you are only allowed to have it for one week.

Only soft covered books (no magazines) will be accepted if mailed directly from the publisher. No pornography. Items deemed inappropriate will be held in safekeeping and returned to you upon release.

The jail does not provide newspapers. Inmates may subscribe to an acceptable newspaper. The newspaper will be accepted if it is mailed directly from the publisher.

Photocopies may be requested with an ICF form. Inmates will be charged 25 cents per page for photocopies.

**MAIL:**

Non-privileged mail may be inspected by jail staff for security reasons. Outgoing non privileged mail must be left unsealed, be properly addressed, have proper postage and the envelope must be free of any graffiti or drawings. You only have mail privileges if initialed on the property sheet at booking.

Mail will be collected Monday through Friday when there is US Postal delivery available at 8:00 a.m.

Privileged mail is letters to the following:

- Any Licensed Attorney
- Any State or Federal Elected Official
- State of Wisconsin DOC Employee
- Judge or Clerk of Court in any Jurisdiction

Outgoing privileged mail must be sealed in the presence of a Correctional Officer by the inmate.

Incoming mail must be addressed to you at this address and include a return name/address on the envelope. Improperly addressed mail will be returned to the sender or held in the inmate's property. A notice of non-deliverable mail may be issued to the inmate.

Any funds sent to an inmate through the mail will be placed in the inmates canteen account.

Mail must include your name and the following address:

- Calumet County Jail  
206 Court St.  
Chilton, WI 53014

The correctional officer will have you sign a commissary ledger indicating the deposit has been received and credited to your account.

Embossed and stamped envelopes may be purchased through commissary.

An Indigent Inmate must submit an Inmate Communication Form (ICF) on Wednesday indicating they wish to receive two stamped envelopes, a pencil, a limited amount of writing paper and a razor. Indigent Inmates will be charged for the supplies they receive.

The correctional staff reserves the right to limit the accumulation of mail in the cellblock and Huber dorm.

Packages, parcels or items other than privileged are subject to inspection for security reasons.

## **PRIVILEGES AND PROGRAM ELIGIBILITY:**

The following is a summary of some of the general privileges the Calumet County Jail affords its Inmate's as a result of their classification.

### **Maximum Security**

Out of cell time; breakfast to supper, allowed television, telephone and shower. Lights dimmed at 11:00PM  
Visiting; Thursday only from 5:30PM to 6:30PM  
Library; Tuesday  
Programs; none  
Commissary; \$25.00 cap on orders  
Mail; possess five pieces excluding privileged mail  
Clothing; as noted in Handbook

### **Medium Security**

Out of cell time; breakfast to 11:00PM, allowed television, telephone and shower. Lights dimmed at 11:00PM  
Visiting; Thursday and Sunday evenings  
Library; Tuesday  
Programs; in-house only  
Commissary; \$50.00 cap including hygiene  
Mail; possess 15 pieces excluding privileged mail.  
Clothing; as noted in Handbook  
Fresh Favorite Meal; may purchase one meal weekly

### **Minimum Security**

Out of cell time; all hours, allowed television, telephone and shower. The television will be off from 1:00AM to breakfast.  
Visiting; Thursday and Sunday evenings  
Library; Tuesdays  
Programs and Appointments; may attend in-house programs, Huber/Work Release Inmates may attend outside programs  
Commissary; \$50.00 cap including hygiene products  
Mail; possess 15 pieces excluding privileged mail.  
Clothing; as noted in Handbook  
Fresh Favorite Meal; may purchase one or more weekly  
Must be sentenced and minimum security in order to participate as Inmate Worker

**RULE BOOKS:**

Each inmate will be provided with a copy of the jail rules at admission. It is the inmate's responsibility to read and retain their copy of the rules.

**TELEPHONE CALLS:**

Incoming calls or messages will not be accepted for any inmate.

All calls will be made from the telephone inside the Huber dorm or secure cellblock. **All phone lines are recorded!**

The Jail operates on an inmate telephone system, which means all calls go out on a collect basis. Family members can buy phone time from the current phone vendor and inmates may also purchase phone time using funds from their jail commissary account.

The correctional staff will accept emergency messages.

Procedures to Order from the Phone System

INMATE # \_\_\_\_\_ + your new 4 Digit PIN Number is your new phone password (10 digits long).

Your 4 Digit PIN Number will be created during your first phone call that you make at our jail on the inmate phones.

If your inmate # is not a 6 digit number then add zeros in front of the number to make it a six digit number. You will still have to add your 4 Digit PIN Number.

Abuse of the telephone may result in loss of the telephone privilege.

**TELEVISION:**

The volume is to be kept at a reasonable level so that you can hear the intercom if you are called. Television programs will be chosen with the majority of those watching selecting the program to be viewed. No one is permitted to tamper with or try to fix the television. Advise a correctional officer if repairs are needed.

A television that does not work because of misuse or abuse will not be replaced until all repair costs are recovered.

Abuse of the television may result in loss of the television privilege.

**VISITING:**

Minimum and Medium Inmates (Thursday and Sunday)

Females ..... 5:00 p.m. to 7:00 p.m.

Males ..... 7:00 p.m. to 9:00 p.m.

Maximum Inmates (Thursday Only)

Females ..... 5:30 p.m. to 6:30 p.m.

Males ..... 5:30 p.m. to 6:30 p.m.

Visitation is held on Thursday and Sunday evenings as listed above. All visits are non-contact and twenty minutes in length. Each inmate is permitted one visit with up to three approved persons.

The jail staff will provide a visiting form to you at booking. You may list up to eight people (including family and children) on your form. You must provide accurate and complete information regarding each proposed visitor. Each person will be subject to approval. Only persons on your approval list will be permitted to visit.

All visitors under the age of 18 must be accompanied by an adult, deemed appropriate by the corrections staff.

You will be allowed to make changes to your list each month. You must submit an Inmate Communication Form (ICF) on the first Tuesday of the month to request a new visiting form.

Visiting is a privilege. A visit may be terminated if it disrupts the peace and order within the jail.

NOTE: Correctional officer will not accept personal property for inmates on visiting days.

## GENERAL JAIL RULES

It is the policy of the Calumet County Jail that inmates who fail to comply with the following rules and regulations will be subject to disciplinary actions as follows:

1. Restriction or revocation of privileges,
2. Segregation,
3. Loss of good time earned,  
or
4. Criminal prosecution

The following general rules apply to all areas of the Jail:

### MAJOR RULE VIOLATIONS:

- GR-1 No inmate is to engage in any fight or physical encounter of any kind.
- GR-2 Inmates will follow all oral and written orders immediately when given by the correctional staff.
- GR-3 No inmate will, in any way, threaten a correctional staff, kitchen staff, other inmates(s), or any visitor.
- GR-4 No inmate will cause, provoke, plan or participate in any organized or spontaneous riot or rebellion of any sort.
- GR-5 No inmate will incite, encourage, sexually assault, or otherwise engage in any sexual contact with another inmate.
- GR-6 No inmate will possess or use any substance which may affect his or her mental or physical functions, unless such substance is lawfully dispensed by correctional personnel.
- GR-7 No inmate will make any instrument which could be used as a tool to escape or as a weapon.
- GR-8 Inmates will not tamper with lights, locks, surveillance equipment, windows or other jail equipment.

- GR-9 Inmates will not possess, smuggle or attempt to smuggle contraband into the jail. Contraband is defined as, but not limited to:
- a) Controlled substances not prescribed by an approved physician and corrections nurse.
  - b) Cigarettes or Chewing Tobacco.
  - c) Lighters, matches, pipes or any other smoking material.
  - d) Weapons/Escape tools.
  - e) Manufacture of alcoholic beverages.
  - f) Stockpiling of medications.
  - g) Cell phone
- GR-10 Inmates will not agitate, incite, or otherwise encourage other inmates to disobey facility rules.
- GR-11 No inmate will in any way deface, alter, or destroy jail property or another inmates property. The inmate will be held liable for the cost of damage and criminal charges may be brought against him/her for such action.
- GR-12 No inmate will steal anything from anyone.
- GR-13 No engaging in acts of tattooing or self-mutilation.
- GR-14 Gang activity – No inmate shall engage in activity or display affiliation or loyalty to a gang or any sort. This includes hand, body, language symbols and manner of dress.
- GR-15 Inmates shall provide true and correct information verbally, and in writing, in response to inquires by the correctional staff.
- GR-16 Three (3) minor rule violations within a 30 day period equals a major violation.

**MINOR RULE VIOLATIONS:**

- GR-17 Inmates shall not caress or display any acts of affection with anyone.
- GR-18 Inmates must conduct themselves in an orderly manner at all times. Any horseplay or, unnecessary noise (pounding on cell block/Huber dorm door) is prohibited.
- GR-19 Inmates will not use profanity or direct obscene gestures toward correctional staff, visitor(s), or other inmates(s).
- GR-20 Inmates will respond promptly to indicated wake up, work calls, and other requests from the correctional staff.
- GR-21 Inmates will not engage in selling, buying, lending, borrowing or trading of anything with another inmate unless authorized by correctional staff.
- GR-22 Inmates will not possess, smuggle, or attempt to smuggle contraband. Contraband is defined as, but not limited to:
- a. Excessive books, papers, or photos in cell.
  - b. Excessive non-prescription medication items, (not to exceed a one week supply).
  - c. Jewelry
  - d. Stockpiling of food or canteen items.
  - e. Excessive or non-regulation clothing, personal items or personal hygiene items.
  - f. Excessive jail issued clothing or bedding.
  - g. Stockpiled jail issued cleaning supplies.
  - h. Unauthorized drinking cups or eating utensils.
- GR-23 All items will be used for their specific use.



- GR-24 Fingernails will not be allowed to extend beyond the fingertips.
- GR-25 No food of any type, to include gum, candy, etc., is to be brought into the jail. If any is found or carried in, it will be confiscated and destroyed.
- GR-26 Inmates may not possess any item or instrument which has been altered for a use other than it's intended purpose.
- GR-27 Gambling in any form is absolutely forbidden.
- GR-28 Inmates will not cover any view ports, air vents, lights or otherwise obstruct a correctional officers view into any cell or Huber dorm.
- GR-29 No sitting or standing on the table top. Moving a table or a tote is not permitted.
- GR-30 Inmates are not allowed to eat another's meal unless authorized by the on-duty correctional officer. Inmates are not allowed to accumulate food.
- GR-31 Inmates will eat their meal at the day room table.
- GR-32 Inmates are prohibited from wearing head covers of any kind.
- GR-33 Inmates shall wear the jail uniform in its proper manner at all times when outside the cellblock or Huber dorm.
- GR-34 Inmates will wear, at minimum, a jail bottom or gym shorts, and a jail top or a T-shirt will be worn while inside the cellblock or Huber dorm. All clothes will be worn in its proper manner.
- GR-35 An inmate's assigned bed must be neatly made whenever he/she is not sleeping in that bed.
- GR-36 No changing of beds or cells is allowed without the permission of a correctional officer.

**CALUMET COUNTY VISITING LIST**

INMATE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME Last, First, MI	ADDRESS	GENDER	DATE OF BIRTH	PHONE #	RELATIONSHIP

-TOTAL OF 8 VISITORS-FAMILY, NON-FAMILY, CHILDREN

-VISITORS INFORMATIONS NEEDS TO BE **COMPLETELY** FILLED OUT OR VISITOR WILL BE DENIED.

-CAN ONLY CHANGE THE LIST THE FIRST TUESDAY OF EVERY MONTH BY PUTTING AN ICF IN AND ASKING FOR A VISITING LIST.

-ONLY 3 VISITORS AT A VISIT-FIRST COME, FIRST SERVED

-ALL VISITORS UNDER THE AGE OF 18 MUST BE ACCOMPANIED BY AN ADULT, DEEMED APPROPRIATE BY THE CORRECTIONS STAFF.

RECEIVING/ENTRY OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

- GR-37 All unoccupied beds will remain free of any items, including clothing, towels, trash, etc.
- GR-38 Inmates shall not be in another inmate's cell, bed or property.
- GR-39 Mattresses, linens and blankets may not be removed from the bunk.
- GR-40 Inmates will keep themselves neat and clean at all times. Inmates will shower at least every other day.
- GR-41 Inmates are responsible for the cleanliness of his/her cell or bunk area. Inmates are also responsible for the cleanliness of the day room area. All work details will be completed in a satisfactory manner.
- GR-42 No wrappers, hygiene products, commissary items, or trash of any type is allowed on the floors, beds, bars or tables. Such material must be placed in the proper container. Inmates will be charged a twenty-five dollar(\$25.00) fee for any item which plugs up a toilet.
- GR-43 No pictures, photos, or other items will be attached to walls, ceiling or other fixtures of the jail.
- GR-44 No items will be stored on or hung from the cell bars.
- GR-45 The cell blocks and Huber dorm will be clean and orderly at all times.
- GR-46 Inmates are not allowed to give or take anything from visitors without the item being inspected and authorized by the on-duty correctional officer.
- GR-47 Inmates are not allowed to carry messages or correspond with other inmates while in the facility unless authorized by correctional officer.
- GR-48 No contraband or messages may be sent through the meal trays.

- GR-49 Inmates are not allowed to transfer/borrow money or property to another inmate.
- GR-50 Attempting to get around the commissary system by having someone deposit money in another Inmate's account will not be permitted.
- GR-51 Conversing with other Inmates after lockdown is prohibited.
- GR-52 Religious medallions shall be worn under the Inmates T-shirt/uniform at all times.
- GR-53 Inmates will follow all oral and written orders immediately when given by kitchen staff.
- NOTE: If there is any doubt as to whether or not something is permitted, ask the correctional officer first. There will be no excuse for not knowing later.

### **SECURE**

#### **BEDDING:**

Inmates will be provided:

One (1) Towel	Two (2) Sheets
One (1) Washcloth	Two (2) Blankets

Upon release inmates will be responsible to turn in all bedding provided to them at booking. Any items missing or damaged will be paid for by the inmate.

#### **CLOTHING:**

Inmates will be provided with a jail uniform top, bottom and slippers. You will be allowed a one-time drop off of the items listed below: (All Items must be brand new and still in original packages.)

- Three pair of white underwear
- Three white brassieres (women only, no under-wires)
- Three white T-shirts (no pockets, no printing on front or back, must have sleeves)
- Three pair of white socks

- One white sweatshirt (no pockets, hoods or zippers)
- One pair of gym shorts without drawstring (no pockets, no printing on front or back, must be a solid color no red).
- One pair of white thermal top and bottom (no pockets, no printing on front or back, must have sleeves)

#### **DISBURSEMENT:**

Upon your request, a disbursement book will be made available to you by the on-duty correctional officer on Tuesday evening. The disbursement request(s) must be filled out neatly, completely, and legibly to be considered. The disbursement request(s) will be collected by the on-duty correctional officer on Tuesday evening. The disbursements will be provided as soon as feasible (depending on the availability of the jail sergeant or secretary).

Inmates will be charged a fee to be determined by the bank for any lost, stolen, or stop payment checks. Inmates will be charged a twenty-five dollar(\$25.00) fee by the jail plus any fees incurred by the bank for any voided or incorrectly issued checks.

#### **HAIRCUTS:**

A jail barber will come to the jail if there are at least two inmates requesting a haircut. Submit your request in writing on an inmate communication form and give it to the on duty correctional officer. Inmates will be required to pay for the haircut in advance.

#### **HOUSEKEEPING:**

The secure cell and day room area will be dry mopped every Tuesday and Thursday after the breakfast meal. A dry mop, broom and dustpan will be provided for cleaning. Inmates will have one hour to clean or the TV and phone will remain off until the next day. Other cleaning supplies are available upon request. All trash, excessive newspaper, etc., will be disposed of at this time.

A more thorough cleaning will be done on Saturday mornings. A dry mop, wet mop, broom, dustpan and other cleaning supplies will be made available at this time. All areas will be cleaned to the satisfaction of the on-duty correctional officer before the TV and phone is turned on.

## **HYGIENE:**

All hygiene products shall be purchased through the commissary service. The following items will be kept in the property box outside the cell:

- Plastic razors
- Fingernail clipper

No sanitary products are to be flushed down the toilets. Inmates will be charged a twenty-five dollar (\$25.00) fee for any item which plugs up a toilet.

Inmates may request the use of one razor or nail clipper at the serving of breakfast. The razor and/or nail clipper will be picked up when breakfast dishes are collected and will not be available again until the next day.

Indigent inmates will be charged for the supplies they have received when funds are put in their account.

## **INMATE COMMUNICATION FORM: (ICF)**

The Inmate Communication form is the only form that will be accepted by a correctional officer for an inmate to request or convey specific information to the correctional staff, jail sergeant, or jail administrator.

**An ICF must be requested when breakfast is served Monday through Friday. One (1) form will be provided to each inmate who requests one, and only one request is allowed per form or it will not be accepted. ICFs will not be accepted on Saturday, Sunday or legal holidays. ICFs will be collected at 8:00 a.m. only.**

Inmates must fill the ICF out neatly and must list a specific request for it to be considered or it will be returned. If you wish to speak with a Supervisor you must list the reason why.

## **LAUNDRY:**

Laundry will be laundered on Tuesday and Saturday. Jail uniforms will be exchanged on Saturday.

The Calumet County Jail is not responsible for any lost or stolen laundry.

## **PERSONAL PROPERTY:**

All cash and property will be taken at booking. An itemized list will be prepared and signed by the inmate and the on duty correctional officer.

Inmates are allowed to have the following items in their cell:

- Wedding band (W/no stones)
- Three (3) photos - photos deemed inappropriate will be held in safekeeping and returned to you upon release. No Polaroid.
- One (1) pair of prescription eyeglasses and/or one (1) pair of contact lenses, one (1) contact carrying and one (1) container of saline solution provided it is in a sealed, company brand container.
- Dentures
- Hearing aids
- Religious medallion, providing it does not present a security risk, shall be worn under the T-shirt/uniform at all times and no larger than 1" in diameter.
- One (1) soft cover Bible or Koran
- Legal materials
- A single page paper calendar (not to exceed 8 x 10)

The Calumet County Jail is not responsible for any property left behind. The Calumet County Jail will hold your property for a period of (30) day. It is your responsibility to have someone pick up the property or it will be disposed of.

**Any personal property left unclaimed at the jail for (30) days after an inmate is released, AWOL or transferred to a State Correctional Institute will be disposed of.**

## HUBER

### BEDDING:

Inmates will be provided:

One (1) Towel      Two (2) Sheets  
One (1) Washcloth      Two (2) Blankets

Upon release inmates will be responsible to turn in all bedding provided to them at booking. Any items missing or damaged will be paid for by the inmate.

### CLOTHING:

Inmates shall make a complete change of clothing, including socks and underwear prior to entering or leaving the Huber dorm. Underwear and socks worn for work will not be allowed into the Huber dorm and underwear and socks worn in the dorm must remain in the dorm when the inmate leaves for work. Huber/Work Release inmates are required to have two sets of cloths, including underwear and socks; one set for work and another set for the dorm.

### HAIRCUTS:

Inmates are responsible for the cost of hair care. Appointments for hair care will be determined by the correctional officer staff at a local location during the third week of the month. Do not make an appointment before submitting a request form to a correctional officer and receiving permission.

### HOUSEKEEPING:

The Huber day room and sleeping quarters will be dry mopped daily after the breakfast meal. All trash, excessive newspaper, etc., will be properly disposed of at this time. The dining tables will also be wiped off after each meal.

A more thorough cleaning will be done on Saturday mornings. A dry mop, wet mop, broom, dustpan and other cleaning supplies will be made available at this time. All areas will be cleaned to the satisfaction



of the on duty correctional officer. Inmates will have one hour to clean or the TV and phone will remain off until the next day

### **INMATE COMMUNICATION FORM: (ICF)**

The Inmate Communication Form (ICF) is the only form that will be accepted by a Correctional officer for an Inmate to request or convey specific information to the Correctional staff, Corrections Sergeant, or Jail Administrator.

**An ICF must be requested when breakfast is served Monday through Friday. One (1) form will be provided to each inmate who requests one, and only one request is allowed per form or will not be accepted. ICFs will not be accepted on Saturday, Sunday or legal holidays. ICFs will be collected at 8:00 a.m. only.**

Inmates must fill the ICF out neatly and must list a specific request for it to be considered or it will be returned. If you wish to speak with a Supervisor you must list the reason why.

The correctional staff will send an appointment form with the inmate for documentation of the arrival and departure times. Failure to obtain verified signatures will result in loss of Huber/Work Release privileges.

Inmates requesting to make a personal purchase may only do so on the third Friday of the month by submitting an ICF detailing the following:

- Where and when they are going to stop.
- What personal business they will be attending to, and/or
- A detailed list of items to be purchased.

### **INMATE WORKER PROGRAM**

Inmates earn worker status based on their lack of disciplinary record, ease of supervision and dependability. Inmate worker status is a privilege that must be earned by good behavior but may be lost for good cause. Good cause may include a change in the inmate's status, violation of jail rules or inadequate job performance. Inmate workers will earn good time for hours worked and may have some jail fees waived. Inmates must be classified minimum to participate in the program.

Inmate workers may work in the jail kitchen, jail laundry or do cleaning duties within the jail. Inmate workers may also perform maintenance duties outside the jail. Inmates must be classified minimum to participate in the program.

**LAUNDRY:**

Due to various work schedules your laundry will be done when possible. When you return from work, please ask the correctional officer if you may do your laundry. If time permits, you will be allowed to do so. If not, the correctional staff will find another time for you to do your laundry.

A laundry bag will be provided to each Huber/Work Release Inmate. You are responsible for the loss or damage of the laundry bag.

Please mark your personal clothing to avoid any problems with mix-ups.

The Calumet County Jail is not responsible for any lost, stolen or damaged laundry.

## **HUBER/WORK RELEASE RULES**

It is the policy of the Calumet County Jail that Huber/Work Release Inmates who fail to comply with the following rules and regulations will be subject to disciplinary actions as follows:

1. Restriction of privileges,
2. Segregation,
3. Huber/Work release transfer
4. Loss of good time earned
5. Loss of Huber/Work release privileges (Not to exceed five (5) days for each violation.
6. Court ordered revocation of Huber/Work release privileges.

As a Huber/Work Release Inmate, you are subject to the conditions and rules imposed by the court, as well as all general rules of the facility, and discipline of the sheriff/designee. It is your responsibility to become familiar with the rules and regulations of the Huber facility. It is a privilege to be allowed to stay in the Huber facility.

### **EARNINGS AND DISBURSEMENTS:**

All inmates' earnings, including unemployment compensation and unemployment training benefits, must be turned over to the on-duty correctional officer for deposit. All cash earnings and payroll checks must be accompanied by a statement of earning and hours worked (check stubs, etc.). Payroll checks must be endorsed by the payee.

Your money will be paid out as required by Section 303.08(3) of the Wisconsin Statutes, (1) the cost of your board as set by the Calumet County Board of Supervisors, you must maintain a balance in your account to cover your Huber board from paycheck to paycheck; (2) medical expenses; (3) necessary travel and other incidental expenses. This will include an allowance of one check per week; (3) court ordered obligations, (4) payment of bills.

A disbursement book will be made available to you by the on-duty correctional officer from 8:00 p.m. on Tuesday to 8:00 a.m. on Wednesday. The disbursement request(s) must be filled out neatly, completely, and legibly to be considered. The disbursement request(s) will be placed in the labeled holder in the Huber dorm and will be

collected by the on-duty correctional officer at approximately 8:00 a.m. on Wednesday. The disbursements will be provided as soon as feasible (depending on the availability of the jail sergeant or secretary).

Inmates will be charged a fee to be determined by the bank for any lost, stolen, or stop payment checks. Inmates will be charged a twenty five dollar (\$25.00) fee by the jail plus any fees incurred by the bank for any voided or incorrectly issued checks.

The balance of a Huber/Work Release account will be returned to said Huber/Work Release Inmate upon release.

If you have any questions about the disbursement process, please ask a correctional officer.

#### **ROOM AND BOARD:**

All Calumet County Huber/Work Release Inmates who have been sentenced to fifteen (15) days or less, serving consecutive weekends, or those who will not receive a paycheck during their sentence, shall pay their Huber room and board in advance.

Huber transfers must pay two week's room and board in advance as a condition of acceptance as a transfer. A \$15.00 administrative fee is also required.

The Calumet County Jail is not responsible for lost, missing or stolen property.

#### **WORK REQUIREMENTS:**

Huber/Work Release Inmates who are serving in the Calumet County Jail are to meet the requirements listed below. If they do not meet these requirements, they will **NOT** be let out for work.

- Complete employment info sheet
- Provide a letter from employer on company letterhead with work hours
- If inmate has court ordered childcare, they must complete the childcare sheet
- Provide a valid driver's license of inmate or inmate's driver(s)

- You cannot change your transportation without approval from correctional staff
- Provide valid proof of insurance for inmate or inmate's driver(s)
- Provide valid motor vehicle registration for inmate or inmate's driver(s)
- Self-employed Hubers must have proof of State and Federal Tax Identification
  - Required to pay at least 2 weeks room and board in advance and booking fee.
  - Must provide a written itinerary before each work day
  - Change of job site, must contact the correctional staff
- For OWI convictions –
  - Must be in compliance with Operating While Under the Influence of an Intoxicant or other drug assessment and driver safety plan
  - Proof of interlock being installed into vehicle within 2 weeks of being in jail
- Must earn at least minimum wage for hours worked
- Must work at primary job only
- Inmates are allowed to work 6 days per week, no more than 12 hours per day including travel time and court ordered childcare

Inmates will be released from the facility by the corrections staff in a reasonable amount of time to report to work. A Huber must have advanced approval by the corrections staff if riding with another Huber. It may be considered if they work at the same employer and have same hours.

Hubers will not be allowed to work (including childcare) on legal holidays unless there is an appropriate written request from their employer and approval is received by the jail sergeant at least 72 hours prior to the requested shift. No work on Christmas, Thanksgiving, Easter, New Years Day, 4<sup>th</sup> of July, Memorial Day and Labor Day.

**Overtime when required:**

- Supervisor must contact the jail prior to normal quitting time
- Written notification from employer must accompany inmate back to jail
- If overtime for a future date is scheduled, a letter from supervisor on company letterhead must be submitted in advance.

Meals will be served to Huber/Work Release Inmates if they are in jail at mealtime. During hours away from jail, inmates will be provided with a bag lunch. Inmates will be given a bag lunch for the meal(s) that occur during their time of work. All lunches will be consumed at the place of employment. Inmates are not allowed to leave their place of employment or worksite for a break or lunch.

**WORK SEARCH:**

The jail will not assist inmates with work search if you are sentenced to 30 days or less. It is your responsibility to do so before your report date. Work search will only be approved after 30 days of incarceration.

**PERSONAL BUSINESS:**

Inmates who have a sentence of 30 days or less will not be able to leave the facility to conduct personal business. All other inmates will be able to conduct staff approved shopping on the third Friday of the month by filing out an ICF form in a timely manner as outlined in that section.

Short personal stops (i.e. banking, gas, etc.) can be accomplished by asking the on duty officer at the time the inmate leaves or calling the jail for permission before you leave from your authorized location. Receipts shall be provided to the on-duty officer upon return from any authorized stop/shop.

A funeral for an immediate family member must be discussed with a jail supervisor and will require documentation before attendance is considered.

Attending a funeral will only be considered for immediate family.

**MAJOR RULE VIOLATIONS:**

- H-1 You must maintain absolute sobriety, both in and out of the facility.
- H-2 Inmates may not possess or use any drugs (legal or illegal) or alcohol that has not been prescribed *to you* by a physician. This prohibition includes all over the counter prescriptions (cold remedies, etc.), which contain alcohol.
- H-3 A breath test and/or urine sample may be demanded by a correctional officer upon returning to jail. Refusal to give a breath or urine sample will be considered an implication of guilt.
- H-4 Inmates may not operate a motor vehicle without insurance, a driver's license and vehicle registration.
- H-5 Inmates may not accept an unauthorized ride.
- H-6 If an inmate quits or is terminated from their job, they must immediately return to the jail and notify the on-duty correctional officer of your job status.
- H-7 When overtime is required, your supervisor must contact the jail prior to your normal quitting time. In addition, written notification from your employer must accompany you back to the jail. If overtime is scheduled for a future date, a letter from the employer (company letterhead) must be submitted in advance.
- H-8 Failure to provide or follow a written or authorized work/ Childcare itinerary.
- H-9 Inmates will be not be allowed to leave the county or state at anytime without court order. If a Huber transfer is not possible, you may only work within adjacent counties.

- H-10 Inmates must obtain a verified signature by the appointment representative indicating their arrival and departure time.
- H-11 Inmates shall report all arrests or police contacts as soon as possible to the on-duty correctional officer.
- H-12 Willful failure to report to, return from, or absentee from your "authorized location" will be considered an escape. You must contact the jail as soon as possible in the event of an emergency.
- H-13 Inmates are not allowed to leave your "authorized location" or work site for a break or lunch.
- H-14 Inmates are not allowed to bring into the building, cigarettes, snuff, chewing tobacco, matches, lighters, and/or any type of smoking tobacco paraphernalia.
- H-15 Any inmate involved in the delivering of contraband to any other inmate may result in revocation of their Huber/Work release privilege.
- H-16 Inmates permitted to leave jail for specified purposes will take the most direct route to and from their destination unless authorized by a correctional officer.

**MINOR RULE VIOLATIONS:**

- H-17 Inmates may not make any unauthorized stops or personal purchases.
- H-18 Inmates are responsible to review all posted notices of updates and/or changes regarding the Huber/Work release program.
- H-19 Inmates may not conduct any personal business or make any arrangements to borrow money, do any favors, or make any purchases. Inmates may not make any personal phone calls from their "authorized location" unless it is job related.



- H-20 Cellular phones are not allowed inside the building.
- H-21 Inmates may join a union, although their status as a Huber/Work Release Inmate can restrict their activities in union affairs.
- H-22 Inmates will park their vehicle between the signs in the south parking lot.
- H-23 Inmates may not have money in their possession in the Huber dorm. All money will be secured in your assigned locker in the Huber locker room.
- H-24 The Huber dorm locks will remain on the latch of the individual locker at all times.
- H-25 The call button in the Huber dorm is to be used for emergencies only.
- H-26 Inmates shall not step on or across the Security Line inside the Huber Dorm unless authorized by the correctional staff.
- H-27 Huber/Work Release washcloths, towels and other personal items will be kept in your assigned locker. Huber dorm locker doors will remain closed when not being used.
- H-28 The sleeping area will be used for sleeping only. Conversations/socializing will be done in the day room and will be kept to a minimum.
- H-29 Clothing worn to work will not be allowed into the Huber dorm.
- H-30 Inmates may not use any electronic device to access internet or the worldwide web outside of the facility without authorization.
- H-31 Inmate's must receive permission from Correctional staff prior to going into any public restroom located within the Courthouse.

H-32 No items other than the following will be allowed into the Huber dorm, replacement items/products **must** be purchased through the Jail Commissary. You are only allowed to bring in the following items one time only:

- One toothbrush
- One tube of toothpaste
- One bottle of shampoo (CLEAR BOTTLE ONLY)
- Three plastic one piece disposable razors
- One can of shaving cream
- One comb or hairbrush (no metal)
- One bar of soap
- One stick of deodorant
- One pair of gym shorts without drawstring (no pockets, no printing on front or back must be a solid color no red).
- Three white brassieres for dorm (women only, no under-wire)
- Five pair of white underwear for dorm
- Three white T-shirts (no pockets, no printing on front or back, must include sleeves)
- Five pair white socks for dorm
- One white sweatshirt (no pockets, hoods or zippers)
- One plastic soap dish
- Two small hair bands
- One alarm clock (wind-up only)
- Two pencils without eraser
- One tablet of writing paper (no spiral bound)
- Five embossed envelopes (no loose stamps)
- One box sanitary napkins/pads (women only, sealed in company brand package 20 count maximum)
- One pair of white thermal top and bottom underwear (no pockets, no printing on front or back, must have sleeves)
- Bible or Koran (soft cover only)
- Wedding band (W/no stones)
- Three (3) photos - photos deemed inappropriate will be held in safekeeping and returned to you upon release.
- One (1) pair of prescription eyeglasses and/or one (1) pair of contact lenses, one (1) contact carrying and one (1) container of saline solution provided it is in a sealed, company brand container.
- Dentures
- Hearing aids

- Religious medallion, providing it does not present a security risk, shall be worn under the Inmates T-shirt/uniform at all times and no larger than 1" in diameter.
- Legal materials
- A single page paper calendar (not to exceed 8 x 10)

H-33 The following items are not allowed in the Huber dorm but may be kept in your changing room locker:

- Five changes of work clothes
- One pair of shoes and/or boots
- One seasonal jacket or coat
- One pair of seasonal gloves
- One hat or cap
- Three brassieres for work (no under-wire)
- Five pair underwear for work
- Five pair thermal underwear for work
- Five T-shirts for work
- Five pair of socks for work
- Rain gear (may include a small umbrella)
- Makeup items: 1 eye shadow, 1 mascara, 1 eyeliner, 1 foundation (women only, no glass containers or mirrors) (All brand new)
- A minimum amount of cash may be kept in your assigned locker in the changing room.
- No purses are allowed.

Note: Exceptions to the Huber/Work Release rules and regulations must be submitted in writing using an Inmate Communication Form (ICF) to the Corrections Sergeant or designee for approval.