

# **WAUKESHA COUNTY SHERIFF'S DEPARTMENT COUNTY JAIL FACILITY**

## **INMATE RULES, REGULATIONS AND INFORMATION PACKET**

**Revised and Reissued July 2021**

**Waukesha County Sheriff's Department  
County Jail Facility  
515 W. Moreland Blvd.  
Waukesha, WI. 53188  
(262) 548-7170**

## I. Preface

While in custody at the Waukesha County Jail, you are expected to follow the rules which have been adopted for the purpose of maintaining proper custody, control, and to ensure the safety of the inmate population. The purpose of this booklet is to make you aware of the rules of the facility as well as the type of behavior required of you while you are in custody. Your housing location, privileges and participation in inmate programs is determined by your adherence to facility rules and adjustment to incarceration. This booklet is also a resource outlining inmate privileges, services, court process and legal representation. If you have any questions or do not understand the information, please ask a correctional officer for clarification. Be advised if you are on probation or parole supervision, or if you are being housed here for court proceedings from a state prison, the appropriate DOC personnel will be advised of any negative behavior issues while you are in our custody.

## II. Classification

Classification is the process which will determine your long-term housing assignment (restricted, medium, or direct supervision). During your initial ten days of confinement, the classification unit will gather information about your criminal history, incarceration history, and past and current disciplinary record. An interview will be conducted on or near your 10th day of confinement and a determination regarding your housing assignment will be made. Routine housing reviews will be conducted throughout your incarceration to determine if your current level of supervision remains appropriate. Your classification determination is not arguable, nor can it be grieved or appealed. Your status is reviewed on a regular basis and you may request **reasonable** reviews of your classification **with cause**. If you are classified for a direct supervision housing assignment and refuse the assignment, you will automatically be recycled to a restricted housing unit.

There are a number of factors used to determine your long-term housing assignment or your classification. No one factor is more important than the others, however, your ability and willingness to follow all facility rules and staff instructions, and your behavior during the initial 10-days of incarceration will receive a high degree of scrutiny.

**Classification Review.** A periodic classification and housing review is conducted by the classification officers. Current inmate behavior and any other pertinent information identified by the classification unit are reviewed to determine whether the inmate should be assigned to a different classification status. Inmates in administrative segregation will be reviewed by jail administration and classification for an assigned daily hour out plan to be utilized for recreation purposes. Classification reviews are required per the following:

**Restricted housing:**

- a. Review every 30 days

**Medium housing:**

- a. Every 15 days for inmates with a medium classification housing assignment.

**Close Custody:**

- a. Every 7 days for inmates with a close custody classification housing assignment.

## III. Jail Issue and Hygiene Requirements

When assigned to a housing pod you will be issued the following items:

Medium/Restricted Housing

- 2 Sheets
- 1 Towel
- 1 Face Cloth
- 1 Blanket
- 1 Mattress
- 1 Jail Uniform (size appropriate)
- 1 T-Shirt
- 1 Undershorts
- 1 Set Socks
- 1 Brassiere (Female)
- 1 Set Jail Shoes
- 3 Underwear (Female)

Direct Supervision Housing

- 2 Sheets
- 1 Towel
- 1 Face Cloth
- 1 Blanket
- 1 Mattress
- 1 Jail Uniform (size appropriate)
- 2 T-Shirts
- 2 Undershorts
- 2 Pair Socks
- 3 Underwear (Female)
- 1 Brassiere (Female)
- 1 Set Jail Shoes

\* Two (2) blankets will be issued during cold weather months.

Sheets, towels, face cloths, uniforms and undergarments will be exchanged on a scheduled basis. Blankets will be exchanged monthly on a set schedule established by correctional staff. If for any reason you need an item exchanged before the scheduled time, clean items will be issued at the discretion of the staff. Unscheduled exchange requests are to be made to the pod officer. Blankets can not be utilized outside the individual cell and must remain on your bunk.

**Shower times for the general population are as follows:**

Pod 1	8:00am-11:00am
Pod 2	8:00am-11:00am
Pod 3	As needed
Pod 4	7:30am-11:00am
Pod 5	7:30am-11:00am
Pods 6 and 9	Tu-Th-Sat Pod 6: 0700 shift / Pod 9: 1500 shift
Pods 7 and 8	Mon-Wed-Fri Pod 7: 0700 shift / Pod 8: 1500 shift
Intake HC / TC	Tues/Thurs/Sat 1500 shift

**Shower times for inmates in administrative segregation are as follows:**

Pod 1	Tuesday, Thursday, and Sunday evening.
Pod 2	Monday, Wednesday, and Saturday evening.
Pods 4-5	Monday, Wednesday, and Saturday evening.

Shower shoes (“flip flops”) may be purchased through the commissary and may only be worn while showering. Staff will remove from your possession and place into personal property any shower shoes found to be in unsatisfactory (worn or damaged) condition. Inmates may use facility-provided shower shoes for showering, however, the shoes must be returned to the storage location after each use. Inmate workers assigned to the food service area are required to wear the provided boots or other slip resistant footwear while on duty.

All inmates will be issued hygiene items if it is reasonably anticipated they will be in custody longer than 24 hours. The package will consist of a toothbrush, toothpaste, and comb. Liquid body soap/shampoo is available in the housing unit. Additional hygiene items for indigent inmates must be ordered through commissary.

#### **IV. Contraband**

While in custody, you are not permitted to possess contraband. Contraband is defined as any item or substance which cannot legally be in your possession or which is forbidden by jail policy. Any item altered from its original form or used in a manner not consistent with the original intended purpose will be considered contraband. You may have in your possession any item which is available for purchase through the jail commissary. Items not available through the jail commissary, but which are allowed in your assigned cell are as follows:

1. Newspapers (2 per cell) and magazines (4 per cell), which are pre-paid subscription and received through the U.S. Postal Service. No magazines **or newspapers** are allowed in Pod 1 or Pod 2.
2. Paperback books (6 per cell) from the jail library.

Routine inspections will be conducted by the staff to ensure compliance with the restrictions listed. Excessive amounts of newspapers, magazines or books will be removed from housing areas. Removed newspapers will be destroyed; paperback books will be assigned to the jail library. Inmates must be cooperative and compliant during housing area searches and inspections. Excessive personal items, such as letters, cards, etc., will be forwarded to the property clerk for placement in your property bag.

#### **V. Head Counts**

Random head counts may be conducted in your housing unit at the discretion of the pod officer. If your pod officer announces a random head count, you are to enter your cell and/or remain on your bunk or bed until count is completed.

Responsive counts will be completed during the breakfast meal, as well as at 2:30 p.m. and 10:30 p.m. lockdown. During a responsive count, inmates must provide a verbal or physical response to staff upon request. **During the 2:30 p.m. and 10:30 p.m. responsive counts, all inmates (with the exception of Pod 3 and Near Term) will be required to stand at their cell door.**

In the event of a fire alarm or drill, all inmates are to immediately lock into their cells or sit on their bunks, for those without cells. You will remain on your bed or bunk until cleared by staff to resume normal activities. Any disruption to the officer's ability to obtain an accurate count will result in disciplinary action.

**Inmates in all housing pods and Intake (with the exception of Pod 3 and Near Term) are required to sleep on their bunks with their heads toward the cell door. All inmates will sleep with their heads uncovered at all times.** Staff will awaken any inmate in violation of this requirement and disciplinary action may be taken for failure to follow staff rules. Inmates are required to follow these restrictions at all times while lying down, whether they are sleeping or not.

## **VI. Discipline and Sanctions**

In the event you are observed or suspected to be in violation of a jail rule(s), the staff member making the observation or having such suspicion will determine whether to address the matter formally or informally.

**Formal Discipline.** A formal disciplinary action includes notification of infraction(s) and a due process administrative hearing conducted no sooner than 24 hours from the time you were served with the disciplinary report. Based upon the legitimacy of the request and at the discretion of the hearing officer, during the due process hearing you may be allowed to call witnesses, confront your accuser, and/or be represented by a staff advocate.

Based on the findings of the due process hearing, a sanction or penalty may or may not be imposed by the hearing officer. Disciplinary findings and imposed sanctions may be appealed to the Jail Administrator or designee. You must indicate the desire to appeal immediately following the findings decision. The appeal is to be made in writing and turned over to a staff member within 24 hours of the findings decision. During the appeal process the Jail Administrator or designee may remove, decrease, or increase the severity of the recommended sanction. The appeal decision is final.

**Informal Discipline.** An informal disciplinary action includes a notification of infraction(s) and the issuing of a sanction(s). There is no due process hearing, but the informal action may be appealed to the Jail Administrator or designee as outlined above. However, the appeal will not delay imposing the sanction. The goal of a successful informal disciplinary appeal is to have the disciplinary action removed from your file/record.

**Sanctions.** The types of disciplinary sanctions that can be imposed may vary based upon the severity of the offense(s) and the frequency which an inmate violates jail rules. Sanctions which may be imposed by officers as part of the informal disciplinary process include:

- a. Verbal reprimand;
- b. Written reprimand;
- c. Loss of one privilege for a 24 hour period; or,
- d. Confinement to cell without privileges for up to 23 hours.

Formal discipline, wherein a due process hearing and an appeal mechanism are provided, has more flexibility with regard to possible sanctions. Sanctions which may be imposed as part of the formal disciplinary process include:

- a. Cell restriction without privileges up to 30 days;
- b. Loss of one or a number of privileges for up to 60 days;
- c. Financial reimbursement for maintenance fees based on the current fee as provided by Facilities Maintenance and/or reimbursement for damage to County property;
- d. Loss of up to 2 days "good time" for any one offense involving one or a number of rule violations;

- e. Removal from a housing pod and re-assignment to a restricted housing unit;
- f. Indefinite placement in more secure confinement (reviewed weekly); and/or,
- g. Disciplinary detention up to 60 days.

Inmates serving a cell restriction who are not on administrative segregation will be permitted time out of their cell for recreational purposes, to include showers and meals.

## VII. Inmate Requests

**1. Request for Medical/Mental Health Attention Form.** If you are in need of medical or mental health attention or treatment, you may submit a completed Request for Medical/Mental Health Attention form. Clearly write what the problem is and, if applicable, your choice of remedy. During scheduled medication administration rounds, the completed form must be handed directly to the nursing staff by the requesting inmate. Correctional officers are prohibited from accepting and forwarding inmate medical/mental health requests due to confidentiality concerns. Health service co-payment fees are as follows (may be subject to change):

Nurse	\$25.00
Mental Health Therapist	\$25.00
AODA Counselor	\$25.00
Doctor	\$25.00
Psychiatrist	\$25.00
Prescription Medication	\$25.00 or \$5.00 depending on the medication
Tylenol (10 tablets) INDIGENT ONLY	\$ 1.75
Antacid (6 tablets) INDIGENT ONLY	\$ 1.15

The following clinic visits are considered routine and will not be subject to a co-payment: chronic illness, initial physical, initial mental health visit, lab work, x-ray, annual dental visit, and rescheduled mental health visits. If a nurse or mental health therapist determines the need for a doctor or psychiatrist visit, an additional co-payment will not be collected. Tylenol and Antacids will only be sold to indigent inmates following a nurse visit in sick call. Inmates who have money on their account must order Tylenol and antacids through commissary only. Inmates are responsible for any off-site medical costs, including medical costs incurred from outside vendors for inmate care in the facility (i.e. CPAP machine rental, physical therapy, etc.).

The applicable funds will be deducted from your commissary account. Any negative balance will be deducted from monies deposited. Any negative balance at your release will be owed to Waukesha County and will be sought for payment by the County through a collections agency. You will not be denied necessary medical or mental health services based on a lack of funds or inability to pay.

Inmates who would like to request a 5-day supply of medications upon their release should submit a medical request form indicating their request. The medications will then be arranged for pickup at a community pharmacy upon release.

**2. Inmate Communication Form.** The Inmate Communication Form is a general purpose document used to request a variety of services and programs. The form can be used to submit a request, disciplinary appeal, informal grievance, concern, or convey information to a staff member. The form may be used to relay information to the Public Defender's Office, Probation/Parole Office, and the Waukesha County courts. The form is used to authorize the transfer of funds from your money account or release personal property to a family member or friend.

### 3. Inmate Grievances.

Step 1. During your confinement, you may believe you have the basis for a complaint. When this is the case, whenever possible, you are encouraged and required to attempt to resolve the complaint informally with a correctional officer or support staff member. This is to be done verbally or utilizing the Inmate Communication Form.

Step 2. When informal resolution is not possible, written complaints/grievances and grievance appeals are to be submitted in writing on the form provided for that purpose. The pod officer will ensure the complaint is forwarded to the applicable staff member. All legitimate grievances are reviewed, evaluated, appropriately investigated and a written response is provided.

A grievance is a written complaint by an inmate on the inmate's own behalf regarding a jail policy application; a condition within the institution; an action involving another inmate or staff member within the institution, or; an incident occurring within the institution. The grievance procedure is not to be used to address inmate disciplinary or disciplinary appeal issues or processes, housing classification or housing decisions, or legal decisions as directed by the courts. The Waukesha County Jail Inmate Grievance/Grievance Appeal Form will be utilized for the submission of inmate grievances and grievance appeals. An inmate is restricted to one grievance every 15 calendar days. Inmate grievances will:

- a. Be legibly written on the form supplied for this purpose.
- b. Be signed by the inmate.
- c. Not contain language that is obscene, profane, abusive or threatens others unless such language is necessary to describe the factual basis of the substance of the complaint.
- d. Contain only one issue per complaint and shall clearly identify the issue.
- e. Only be submitted after the inmate has exhausted all avenues for informal resolution of the complaint.
- f. Will be submitted in a timely manner no more than five (5) calendar days after the incident of the complaint. The jail administrator or designee may accept a late grievance for good cause. PREA – sexually-oriented complaints or grievances have no time limit.

A grievance may be rejected for the following reasons:

- a. The inmate submitted the complaint solely for the purpose of harassing or causing malicious injury to one or more of the department's employees, agents, contract staff, volunteers or any other person.
- b. The inmate does not raise a significant issue regarding rules, living conditions or staff actions affecting the institutional environment.
- c. The inmate submitted the grievance in excess of the five calendar days from the incident and provides no good cause for the delay.
- d. The issue raised in the grievance does not personally affect the inmate.
- e. The issue has already been addressed.

All complaints properly submitted as outlined above will be reviewed by the applicable staff member. The legitimacy of each complaint will be determined and a response will be provided. Keep in mind the complaint procedure is a vehicle for you to seek resolution for legitimate factual concerns. **Communicating false information or writing a frivolous grievance is prohibited and could be grounds for disciplinary action.** Additionally, the complaint process does not provide you with an option to refuse to follow, or to demand to talk to a corrections supervisor, before following an order/instruction issued by a correctional officer.

**4. Transfer of Funds.** Funds in your account may be transferred to an outside person (family or friend) by submitting a request to the Correctional Services Assistant on an Inmate Communication Form. The request should include the full name of the person the funds are to be released to, the amount, the reason for the transaction, your printed full name and signature. If the check is to be mailed, a stamped, addressed envelope must also be provided to the CSA along with the request. The funds will be released in the form of a check; there are no cash transactions. If in person, the person accepting the transfer check must provide a picture identification card and sign an acceptance receipt. A copy of the signed receipt will be provided to you. There is no charge for the first three (3) transfer checks, but a fee will be charged against your account for any subsequent transactions (\$0.25 per check/transaction).

**5. Records Requests.** Records requests are to be submitted in writing on an Inmate Communication Form. All records requests, including phone records, will be charged against your commissary account at a rate of \$.25 per page. Inmates must have available funds.

**6. Release of Personal Property.** Within the first 72 hours of confinement, you may release personal property to an outside person (family or friend). Release of property will only be allowed Monday through Friday (7:00 a.m. to 11:00 a.m., 12:30 p.m. to 4:00 p.m.). A request to release property must be submitted to the Property Clerk on an Inmate Communication Form. The request should include the full name of the person the property is to be released to, a list of items to be released, the reason for the request, your printed full name and signature, and the approximate date and time the person listed will come to the jail to accept the property. The person accepting the property must provide a picture identification card and sign an acceptance receipt. A copy of the signed receipt will be provided to you. After 72 hours of confinement, personal property

may not be released to an outside person unless special permission is granted by a corrections captain or assigned alternate staff person.

**7. Unclaimed Property.** Unclaimed inmate property pertaining to inmates transferred to another agency, institution, or identified as a Huber Facility walkaway will be held for one (1) year. After one (1) year from the date of release or walkaway status, property items will be disposed of per jail policy. Medications will be disposed of after thirty (30) days and will not be retained for one (1) year. If inmate funds are not released with the inmate, a check will be sent to the last known address. If the funds are returned as undeliverable, the check will be turned over to the Waukesha County Sheriff's Department accounting staff. If an inmate is a walkaway, funds are retained in their Cobra account and referred to the Department Business Manager.

**8. Booking Fee.** As an inmate of the Waukesha County Jail, you may be charged a booking fee.

**9. Forms and Supplies.** At a designated time every morning, a pod officer will offer each housing unit an opportunity to request forms, pencil sharpening and other items from a supply cart. Requests for these items are to be made at the time the pod supply cart is offered to your housing unit. If you do not take advantage of the pod supply cart at the time it is offered, you will need to wait until the following day to make your request, unless a legitimate urgent need exists.

**10. Financial Account Transaction Receipts.** Inmates who make purchases or are notified in advance of account transactions will not receive receipts for the transaction. This includes the purchase of haircuts, enhanced meals, booking fees, medical charges, charges pursuant to disciplinary action (i.e. plugged toilets, damaged items, etc.), and other like transactions made against an inmate's financial account.

## **VIII. Inmate Programs**

There are a number of inmate program activities provided by the jail. The purpose of programming is to address special needs and to allow for constructive use of your time during confinement. Program eligibility and participation are determined by your classification. Pre-classification inmates and those inmates classified for housing in a restricted movement area or segregation cell may attend programs compatible with their housing assignment. Inmates classified for direct supervision assignments have greater flexibility regarding the number and type of program activities they may attend. Program topics consist of, but are not limited to, substance abuse awareness, GED, HSED, Adult Basic Education, career and employment guidance, religious services, and religious studies. A more detailed discussion of inmate programs will be discussed with you during your initial classification interview.

## **IX. Inmate Privileges/Services**

**Commissary.** Commissary is conducted once each week, normally on Wednesday. Commissary purchase requests must be made by lockdown on Monday evening. Commissary days may change due to holidays or unforeseen circumstances. Pod 1 and Pod 2 commissary is restricted to hygiene/writing material only. Availability and prices are subject to change. As this occurs, revised menus will be made available as soon as practical. Commissary items will be refunded when an inmate is released from custody.

If your personal funds do not cover all of the items ordered, personal hygiene items will be provided first. Inmates who are indigent (having \$1.00 or less in their money account) are eligible to receive an "indigent package." After receiving the initial indigent package, inmates, as long as they remain indigent, may request an additional indigent package every week.

**Haircuts.** Barber services are available to inmates housed in Pods 3 and 6-9 for a fee. Jail barber equipment is provided for inmate use on the first Saturday of every month and is based on legitimate need and purpose (e.g., court trial scheduled and verified). Inmate Communication Forms will not be accepted requesting use of haircutting equipment. For inmates housed in Pod 1, barber equipment will be handed out on a case-by-case basis as authorized by the 0700 shift on-duty corrections supervisor. Pod 1 will utilize only clippers, no scissors, during the first Saturday of each month as scheduled in the position post orders. Clippers will not be provided to any inmate on a SU protocol, in ADS status, in a visible housing assignment for SVC or MVC, or if being monitored for active alcohol withdrawals as an AS/MDV, or when deemed unsafe due to the inmate's behavior.

**Nail Clippers.** Inmate Communication Forms will not be accepted requesting the use of nail clippers. Toe/fingernail clippers are available as follows:

Pods 1-2: Inmates assigned to Pods 1 and 2 will have their fingernails checked by the pod officer to determine eligibility. If eligible, the nail clippers will be handed out on the first Saturday of each month. Inmates on special management protocols will require approval of the designated shift on-duty corrections supervisor.

Pod 3: Daily

Pods 4-9: 1<sup>st</sup> Saturday of the month.

Use and access to all of the equipment is allowed based on time, staffing, classification, and the behavior of the requesting inmate.

**Razors.** Inmate Communication Forms will not be accepted requesting the use of razors. Razors are available as follows:

Pod 1: Saturdays (1500 shift). Pod 1 will utilize only safety razors. Inmates on special inmate management protocols will be issued razors on a case-by-case basis as authorized by the 1500 shift on-duty corrections supervisor. Any inmate in administrative segregation status will not be permitted use of a razor.

Pod 2: Wednesday and Saturday (1500 shift – MV2 inmates and inmates not housed on administrative segregation status) and Saturday (1500 shift – inmates housed on administrative segregation/ MOV status). Pod 2 will utilize only safety razors. Inmates on special inmate management protocols will be issued razors on a case-by-case basis as authorized by the 1500 shift on-duty corrections supervisor.

Pod 3: Tuesday, Thursday, and Saturday (0700-0800 and 1400-1430 hours).

Pods 4, 5, and 6-9: Tuesday, Thursday, and Saturday (0700 shift). Pod 4 females housed on administrative segregation/MOV status will be issued razors on Saturday (1500 shift) under the same criteria as Pod 2 administrative segregation/MOV status inmates.

Use and access to all of the equipment is allowed based on time, staffing, classification, and the behavior of the requesting inmate.

**Television.** Color televisions are available in each housing pod. The televisions will be turned on at approximately 7:30 a.m. and turned off each evening at 10:30 p.m.

## X. Telephone Calls

Information regarding debit calls and pre-paid calls is available in your housing unit. All other calls are on a collect call basis. Inmates will be issued a telephone pin number upon booking. It is the inmate's responsibility to keep this number confidential. If it is believed a phone pin number has been stolen, report the information to a corrections supervisor on an Inmate Communication Form. A new phone pin number will be issued; however, any loss of funds will not be reimbursed. Telephones are available in the intake/release center and each housing pod. All telephone calls have a 15-minute time limit restriction. You will receive a voice message alerting you to the fact that your time is running out. After the time limit has expired, you will be disconnected. Telephones are turned on at approximately 7:30 a.m. and turned off each evening at 10:30 p.m.

## XI. Mail

Inmates are not permitted to write or send letters to other inmates. Letters or any other type of correspondence, which has the proper postage and complete return and forwarding address, are to be turned over to the pod officer. Each morning Monday through Friday (excluding holidays), previously collected outgoing mail is marked as being mailed from the Waukesha County Jail and is forwarded to a U.S. Postal Service mailbox. The Postal Service removes the mail from the mailbox each weekday afternoon (excluding holidays). Once each business day, inmate mail delivered to the jail is distributed. All mail items are opened, searched and inspected in the presence of the inmate addressee. Inmate packages delivered to the jail via the U.S. Postal Service, UPS or Fed-Ex, other than legal mail, will be refused. All mail with insufficient postage will be returned to the sender. Contraband will be dealt with as outlined in section IV, "Contraband." Only plain single sheet greeting cards are allowed to be maintained by the inmates in the housing units. Cards with musical apparatus, lamination, raised surfaces, glitter, paint and/or other decorations may be viewed by the inmate and then placed

in the inmate's property bag or discarded at the inmate's request. Handmade art work, pictures, or any other type of mail which contains lamination, raised surfaces, glitter, paint and/or other decorations may be viewed by the inmate and then placed in the inmate's property bag or discarded at the inmate's request.

The mailing address of the Waukesha County Jail is:

**(Your Complete Name)  
c/o Waukesha County Jail  
PO BOX 0217  
Waukesha, WI 53187-0217**

The Waukesha County Jail will no longer be accepting inmate funds addressed to a specific inmate through the US mail. Inmate funds are to be mailed separately from inmate personal mail, deposited via kiosk or the internet. No cash or personal checks will be accepted through the US mail. Once the funds have been received and posted to the inmate account, the inmate will receive a receipt for the transaction. All inmate funds mailed in must be in the form of a certified/cashier's check or money order and be addressed to:

**Waukesha County Jail  
Attention: Correctional Services Assistant  
PO Box 0217  
Waukesha, WI 53187-0217**

Certified/cashier's checks or money orders must be filled out as follows: Pay to the order of: **Waukesha County Jail FBO Inmate's Name (i.e. Waukesha County Jail FBO John Doe)**

## **XII. Visitation**

**Public Visitation.** Video visits with an outside person (family or friend) are permitted Friday-Sunday between the hours of 7:30 a.m. and 9:00 p.m. (Saturday visits commence at 9:00 a.m.) and Monday-Thursday from 7:30 a.m. to 4:00 p.m. However, from 11:00 a.m. until 12:30 p.m. and 4:00 p.m. until 5:30 p.m. the jail is administratively locked down and no visitation will be conducted. All visitation will be done on a "first come-first served" basis.

- Visitors are permitted to visit one inmate per day
- Visitors are permitted two visits per week (Sunday to Saturday)
- No more than two visitors per inmate will be allowed into the visitation room (children included).
- Visitors must provide picture identification, which must include date of birth (except for children under the age of 18).
- Consecutive visits for any one visitor or inmate are not allowed.
- Children must be supervised and properly controlled at all times.
- Visitors from out of state may have an additional 15 minute visits based on availability and upon providing a driver's license confirming out of state residency.

Any visitor who becomes disrespectful, loud, uses profanity (to staff or other visitors), fails to keep children under control, wears inappropriate clothing, or commits other violations of the visitation privilege, they will be warned the behavior is unacceptable and the visit may be terminated. Additional incidents may result in the suspension of visiting privileges either temporarily or permanently, based on the incident.

### **Remote Professional Visitation:**

Remote video visitation is an additional way for professionals to visit. This service is provided by GTL. Please direct any questions related to technological access or payment to GTL. Register at <https://waukeshacountywi.gtlvisitme.com>.

### **Remote Professional Visitation Schedule:**

Sunday through Friday	7:30 to 11:00 a.m.	12:30 to 4:00 p.m.	5:30 to 9:00 pm
Saturday	9:00 to 11:00 a.m.	12:30 to 4:00 p.m.	5:30 to 9:00 pm

### **XIII. Meals**

Meal trays will only be issued to you when you are present at the food pass wearing your complete jail uniform and ID band. Inmates are not to accept trays for other inmates. All issued utensils and serving items (i.e., trays, cups, bowls) are to be sent back to the kitchen at the conclusion of the meal. Issued foodstuffs or condiments not consumed may not be given to another inmate. Approximate meal times are as follows:

Bag Breakfast    6:15 a.m.    Lunch    11:30 a.m.    Dinner    4:30 p.m.

### **XIV. Court and Legal Representation**

**Legal Representation.** Prior to your initial court appearance, if you have your own attorney, you will be afforded the opportunity to contact him or her by telephone upon the completion of the booking process, behavior permitting. For those who do not have an attorney or cannot afford one, the Office of the State Public Defender may represent you in court. Each business day (Monday through Friday), a representative of the Public Defender's office will interview all inmates admitted to the jail within the last 24 hours on state traffic and criminal charges. The representative will determine if any of the inmates interviewed are eligible for representation by the Public Defender's office. The cost for representation by a Public Defender is based upon your ability to pay.

**Court.** If after admission and processing into the jail you are unable to post bond, pay a fine, or otherwise secure your release, you will be assigned to a pre-classification unit. As applicable, on the next available court date, you will be arraigned (initial confinement court appearance). This court appearance normally takes place at 1:15 p.m. in the afternoon; however, at the discretion of the court, this time may vary. All inmates regardless of charge or circumstance are placed in restraints (i.e., handcuffs and belly chain) for each court appearance. All inmates will appear in court in their jail uniform. Street clothing may only be worn for a jury trial or by order of the Court.

**Release from Court.** During your court appearance, conditions for your release may be set. If your release is approved, it will be completed as staffing and priorities permit. Release processing may take several hours. If your release has been ordered, but you are also wanted by another jurisdiction or agency, the agency will be notified that you are available. And, you will be detained until the agency arrives to take you into custody or release conditions for the agency have been satisfied (bail posted).

### **XV. Prohibited Conduct**

The Waukesha County Sheriff's Department is committed to ensuring a safe and humane environment for offenders. The Department emphasizes zero tolerance for inmate sexual abuse and sexual assault.

**Definition:** One or more offenders engaging in, or attempting to engage in a sexual act with another offender; or the use of threats, intimidation, inappropriate touching or other actions and/or communications by one or more offenders aimed at coercing and/or pressuring another offender to engage in a sexual act.

While incarcerated, no one has the right to pressure an offender to engage in sexual acts. Offenders do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior. To avoid sexual assault:

- Choose associates carefully. Look for people who are involved in positive activities.
- Avoid being alone.
- Do not accept gifts or favors from others. Most gifts come with strings attached.
- Do not accept an offer from another inmate to be a protector.
- Avoid borrowing and becoming indebted to anyone. Be confident and do not permit emotions to be obvious to others.

If you have been the victim of sexual abuse or sexual assault or if you believe you are at risk of becoming a victim of sexual abuse or sexual assault, contact a staff person immediately.

## **XVI. Rules of the Facility**

### **Rules regarding jail issue and general hygiene are as follows:**

1. Each inmate is responsible for all items issued to them, and will be held financially responsible for any misuse, damage or loss. Any monies owed may be deducted from your commissary account or the debt may be recovered from you through a collection agency if you are released prior to payment rendered. If you are issued an item that is damaged in any way, inform a correctional officer immediately so you are not held responsible for the damage.
2. When not in your assigned cell, you must wear your correct, complete, and properly sized jail issued uniform. Uniform pant legs may not be rolled up and the shirt may not be tucked into the pants. No jail issued clothing or linen items may be used or worn in a position other than the item's intended purpose (i.e., towels or t-shirts cannot be wrapped around the head, arm, leg, etc.). Shoes are to be worn properly. The jail issued identification wristband must be worn at all times until you are released from custody. Failure to wear the wristband will result in an automatic 23-hour cell restriction. You may be charged for a lost or damaged wristband. Shower shoes may be worn for shower purposes only. Jail issued shower shoes are to be returned to the storage location following each use.
3. You must keep yourself and your housing area neat and clean at all times. Cleaning assignments will be given by the pod officer. Shower areas and bathrooms will be cleaned daily. Your bunk/bedding must be made upon release from lockdown each morning. You must shower at least three times per week (10 min. maximum shower time), exchange linen, and clothing as instructed by jail staff, and participate in the daily cleaning of your assigned housing unit. Inmates in administrative segregation may not refuse to have their cells cleaned. Only one inmate may be in the bathroom at a time in Pod 3.

### **Rules regarding contraband are as follows:**

4. Do not have contraband in your possession. Inmates will not bring in or attempt to introduce contraband into the jail confines. Any item altered from its original form or used in a manner not consistent with the item's original intended purpose may be considered contraband.
5. Except for canteen items, no foodstuffs are allowed in assigned cells, on or underneath bunks/mattresses, in lockers, or in the housing unit dayrooms. You may not keep food from previous meals to eat a later time. Excess linen, clothing or reading material is not permitted. Inmates assigned to Pod 3 housing are not permitted to eat in the sleeping area at any time.

### **General rules of conduct are as follows:**

6. Do not deface, alter, and/or destroy county property or the property of another person. Possible charge - Criminal Damage to Property and you may be held financially responsible for the damages. Do not start or help to start a fire. Possible charge – Arson
7. Do not manufacture, design, and/or possess any item which could be used as a tool and/or weapon for escape or assault. Possible Charge – Carrying a Concealed Weapon
8. Self-harm, self-abuse, and/or encouraging others to participate in such activities is not allowed. This includes, but is not limited to tattooing, inhaling aerosols and/or other cleaning supplies, ingesting medications not administered by medical personnel, and taking or using any substance which may alter or impair your normal mental or physical capabilities and functions.
9. Do not leave or attempt to leave your assigned area and/or jail confines without permission from a supervisory or correctional staff member.
10. Do not sexually harass jail staff or other inmates or act in a lewd or lascivious manner. At no time will inmates present themselves with their hands inside their pants below the waistline.
11. Do not engage in a verbal argument, or a fight or physical encounter with anyone. Do not assault or participate in a physical assault of another person. Do not touch or display acts of affection with anyone. Do not provoke, plan, or engage in any group action, rebellion, demonstration or riot.
12. The Waukesha County Jail is a smoke free environment. Smoking and vaping is not allowed in any area of the jail. Possession of smoking or vaping paraphernalia or materials, snuff, chewing tobacco, or other tobacco products are prohibited.
13. You must follow all verbal and written orders issued by jail staff. Failure to comply with requests or follow directives, challenging an officer's or other staff member's authority, and/or harassment of staff by word or gesture

is not allowed. You must at all times show respect toward staff members and inmates, conducting yourself in a peaceful, orderly and compliant manner. Do not in any way threaten any staff member, inmate, visitor, or other person.

14. Profanity, loud whistling, singing, shouting, and/or other types of loud and boisterous behavior are not allowed. Certain forms of profanity may result in enhanced punishment. Personal radios will be used with headsets at all times. The volume will be maintained at a level heard by the user only. You may only be in possession of a radio purchased through jail commissary. You must remain quiet and in your assigned cell or bunk during lock down hours. Inmates housed in Pod 3 are to remain quiet in the sleeping area.
15. Do not sell, buy, trade, lend, gamble, borrow, steal, and/or have another's property (inmate or staff) in your possession.
16. Do not attempt to communicate with or have any contact with an inmate of the opposite sex. Do not pass or receive and/or attempt to pass and/or receive notes, communications and/or any items to or from another inmate.
17. Do not give to or take anything from a visitor without the expressed permission of a correctional staff member. During jail tours and similar activities, do not communicate (i.e., talk to, sign, gesture) or attempt to communicate with and/or disturb the tour participants.
18. Do not lie or communicate false or misleading information.
19. Do not hang or affix anything on the cell and dayroom walls, ceilings or doors. Do not cover, obstruct, or tamper with any light fixtures, intercoms, cameras, doors, windows, televisions, and/or telephones. Intercoms are for emergency use only. Dayroom tables and chairs are to remain in place at all times and are not to be moved to other areas of the pod (with the exception of outdoor recreation with permission of the pod officer) for other purposes, (e.g. chairs are not to be moved to facilitate TV viewing). Stools are to remain in the cells. Do not touch or peer out of windows in unit day rooms. Covering cell vents will result in an automatic 23 hour cell restriction.
20. Do not move your mattress or bedding off your assigned bunk without permission from a supervisory or correctional staff member. Do not change your cell or bunk assignment without the permission of correctional staff. You may only enter your assigned cell. All "stack-a-bunks" (boats) are to be positioned so that the open portion of the stack-a-bunk is toward the floor and the mattress is on the level surface of the stack-a-bunk (not in the stack-a-bunk). **All inmates must sleep with their heads uncovered.**
21. Introduction into the jail or manufacture of alcohol (hooch) is not allowed.
22. Failure to follow safety or sanitation regulations is prohibited. This includes sitting, lying, doing pull-ups or standing on tabletops, ledges or railings. Chairs are to be used with all (4) legs on the floor. Pounding, slamming, or kicking any wall bunk, door, or glass panel frame enclosure is not allowed. Plugging a sink, shower drain, or toilet is not allowed. Only toilet paper, urine or fecal material may be flushed down a toilet. Improper use of sinks, toilets, and/or drains may lead to formal disciplinary proceedings, including a fee for plumbing repairs. Liquids are not permitted in microwaves.
23. Any type of gang membership/recruitment, gang activities, display of gang signs, or display of gang colors is not allowed.
24. An **order to lock in** to your assigned cell issued by a staff member requires **immediate compliance** without argument, debate, or exception. This includes facility lockdowns for emergencies and drills.
25. Do not cross the red line in front of or on the side of the officer's station in Pods 6-9. Inmates will not congregate or loiter on the upper level, on the stairs or in front of anyone else's cell. Inmates housed on the dayroom floor level will not be on or move to the upper tier for any reason without permission from the housing pod officer. All inmate movement outside housing units will be single-file; no talking is allowed during inmate movement except at the direction of correctional staff. Inmates will face the back of the elevator during transport.
26. Depending on the time of day, activity or current conditions, all cell doors will remain in the locked open or locked closed position. No door will remain in the freewheeling position or be propped open.
27. Any printed materials and/or drawings that are or may be considered offensive by jail staff and/or other inmates may not be displayed in such a way that they can be readily and easily viewed by staff. Photographs (reasonable amount, may not depict sexual acts or display frontal nudity or exposed buttock).
28. Attempting to, or gaining access to, internet sites while utilizing a computer to review legal materials or during educational programming is prohibited. Inmates who violate this rule will automatically be recycled to restricted housing.
29. Inmates housed within Pods 3 and 6-9 are permitted to have only four (4) inmates at a table while playing games, including card games. Only a beverage and radio are allowed at the table while playing games. No other items will be permitted on the table, including snacks, paper, etc. Other inmates are not permitted to sit at the table or stand near the table while games are being played.
30. The only items allowed in a disciplinary cell are:

- One (1) complete jail issued inmate uniform (outer and underwear);
- One (1) jail issued blanket;
- One (1) jail issued washcloth;
- One (1) jail issued towel;
- One (1) jail issued roll of toilet paper,
- One (1) jail issued religious text.
- Two (2) jail issued sheets;
- One (1) jail issued mattress;

Public visitation, canteen and telephone calls, except for attorney calls, are restricted.

31. Inmates may have access to tablets based on their current classification. General rules are posted within the pod and must be followed. This includes:

- Inmates are to treat tablets with care and may be held financially responsible if they intentionally damage a tablet.
- Tablets should be returned to the charging units when not in use, at lockdown and as directed by correctional staff.
- Use of tablet is in the dayroom only, unless otherwise approved by jail administration.

Violations of jail rules will be reported to your probation officer or to the state prison system, if applicable. In the event an inmate acts in an exemplary manner, staff members may note this fact in the inmate's record. Keep in mind your adherence to jail rules, the behavior you exhibit, and your general attitude and demeanor will determine your classification, housing assignment, and access to jail programs and privileges.

In conclusion, anytime you have a question regarding the contents of this booklet, you are encouraged to seek guidance from a staff member.

**\*\*Remember, following jail rules and conducting yourself in a rational compliant manner is in your best interest and will help to ease the stress of confinement.\*\***