



# INMATE RULE BOOK



ROCK COUNTY JAIL  
200 E. U.S. HIGHWAY 14  
JANESVILLE, WI 53545  
(608) 757-8000

## I. INMATE GENERAL INFORMATION

This information is to guide you during your confinement in the Rock County Jail. It explains what is expected of you, and the privileges you have.

**To stay in compliance with changes in the laws, the rules and language in this Jail Rule Book are subject to change.**

### Items Permitted Into the Housing Units

1. Religious articles - prayer books and bibles **\*\*soft-covered\*\***. Limit one each.
2. Religious medals shall not exceed 1-inch in diameter or 1-inch in height. Not more than 1 and not to be made of string. No sharp edges on any religious medals.
3. Photographs - unframed and no larger than 5" X 7". **\*\* No Polaroid photos.\*\***
4. Plain wedding rings or bands. **\*\*NO PRECIOUS STONES\*\***
5. Magazines, newspaper, etc. **\*\*Subscription only through mail\*\*** **\*\*Soft Covered\*\***
6. You will be allowed to have in your possession 3 sets of undergarments and 2 sets of uniforms (RCJ), including top and pant. These must be turned in upon release. Failure to do so will result in a \$5.00 charge per item.
  - \* Brown T-shirts
  - \* Brown boxers/panties
  - \* Gray socks
  - \* Sports bras (females only)
  - \* one ID
  - \* two sheets, one towel/washcloth, one or two blankets depending on season
7. Anything else will be considered an unauthorized item, confiscated and disposed of in an appropriate manner. An inmate in possession of any unauthorized item is subject to disciplinary action. This includes items being used for something other than their original purpose.
8. Any authorized item, which is altered or changed in any way from its original design, will be considered contraband and is subject to confiscation, disposal, and the inmate in possession is subject to disciplinary action.
9. All items must fit in the bin/tote provided.
10. No items are allowed to be posted on cell/housing unit walls.

### Items Permitted Into the Huber Area

1. All items listed above **MUST** fit in the bin assigned to your jail issued property bag. **No** items will be allowed on the floor or walls. You will wear your jail uniform in the Huber units, and your extra undergarments will be kept in your assigned bin.
2. Small property that includes but not limited to: watches, jewelry, money, and shoes will be kept in your property bag. **Electronic devices are strictly prohibited** (Cell phones, CD players, pagers, etc.).
3. **No tobacco products, lighters or matches** are allowed.
4. The Sheriff, or his designee, will not be responsible for replacement of lost or stolen articles, including those stored in personal property bags.
5. Rock County Sheriff's Office will not be responsible for payment by inmate employers that are incurred while under the Huber Law/Work Release Program.

### Admission

At the time of booking, your personal property will be taken from you and you will be furnished a jail uniform and 1 set of undergarments. If after 3 days you are still incarcerated, you will be issued 2 more sets of undergarments and 1 more set of uniforms. We will not store large amounts of personal property. We will limit storage to 1 change of street clothes, 1 jacket or coat and 1 pair of shoes or boots. You are responsible for having any other items removed and stored by family members or friends by completing an Outgoing Property Request Slip.

You will be asked for some of your medical background. If you have a communicable disease, or a health concern, please advise the booking officer of this and we will act upon your medical problem. You will be assessed by a healthcare professional.

## **Classification**

The Rock County Sheriffs Office uses the Northpointe Classification System in order to determine the housing assignments for inmates. This classification system is an objective system that uses an inmate's current charges, past criminal history, and past and present jail behavior to determine housing assignments and privileges.

Within approximately the first 72 hours, a member of the jail staff will send you a classification level notice. Your cooperation and honest responses to the questions that will be asked is expected. Your responses to the questions will be written down on the personal information sheet. At the completion of the interview, a copy of the interview form is available to you if you request it.

After the above information is processed, you will be moved to a housing area designated for your particular classification. If you wish to appeal your classification, you must do so in writing within ten days of the classification. In your written appeal, you will need to explain why you believe you are not classified properly. You will receive a written response as to the outcome of your appeal.

After your primary classification is complete, your classification will be periodically reviewed. During this time, any changes to your charges or your behavior in the jail will be taken into account. Generally, compliance with jail staff orders and the jail's rules results in a lower classification, thus more privileges for those inmates. Violations of the jail's rules and/or the addition of charges generally result in a higher classification, thus a reduction in your privileges. When you are reclassified, you will receive a notice as to the status of your reclassification. If your classification changes, you will be moved to an appropriate housing area. If you wish to appeal your reclassification, you must follow the procedure outlined above.

## **ID Cards**

The Rock County Jail issues identification (ID) cards to all inmates. These ID cards contain inmate identification information and a photograph. All inmates must wear their ID cards at all times while an inmate of the Jail. Inmates who lose, tamper with, or damage their ID cards will face disciplinary action and may be assessed a \$5.00 replacement fee.

## **Living Conditions**

Jail staff of the Rock County Sheriff's Office are responsible for safeguarding you until you are released, maintaining sanitary and healthful living conditions and providing you fair treatment.

You will be provided a clean and sanitary facility with adequate heat, ventilation, and hot water along with a mattress, clean linen, towels, face cloths, undergarments and uniform. If an inmate chooses to damage County property, they will be held accountable and may face criminal charges and be responsible for restitution. Soap and razors are also provided. You are responsible for other items of personal hygiene; if you are **indigent** we will provide toothpaste, toothbrush, and comb. Once a week, envelopes and a pen may be provided through the **indigent** package to write to attorneys.

Cleaning supplies will be furnished every morning. Inmates are responsible for keeping their living areas neat, clean, and free of any debris. Graffiti of any sort will not be tolerated. Dayrooms must be swept, mopped, tables wiped down and sections must pass a cleaning inspection completed by the unit officer PRIOR to television and phone privileges becoming available.

## **Personal Hygiene**

You will have access to a shower at least every three days. In secure housing, the unit officer shall give inmates adequate time to complete showers. Inmates who do not make use of shower time will be considered refusals. NOTE: Showers will be cleaned by inmates prior to starting showers. Huber inmates are restricted from being in the showers during lockdown times. (10:00 PM to 7:00 AM and 2:00 PM to 3:00 PM)

There is no specific regulation on the length of hair growth; however, it must be kept clean and neat at all times. Mattresses, uniforms, undergarments, soap, deodorant, sheets, blankets, towels, slippers, razors and toilet paper will be furnished by the jail. Upon admission, you will be provided with a toothbrush, toothpaste, and a comb. **Sheets, uniforms and undergarments (up to 2 of each item at a time)** will be exchanged once a week. You will only receive new linens for those that you turn in for exchange. DO NOT dispose of any linens throughout the week unless replaced

by the unit officer. **Towels** will be changed twice a week. **Blankets** will be laundered every 30 days per DOC 350 and exchanged upon request. **Razors** will be furnished daily upon your request until 8:30AM. Razors will be replaced weekly on Sunday. Other hygiene items may be purchased from the commissary.

### **Hair Clippers**

Hair clippers will be provided by request on unit's scheduled days. One full set will be provided per section to share, if available. No exceptions will be made if you miss a scheduled clipper day due to new housing assignment.

Unit Schedule:

- A-Unit – 1<sup>st</sup> Saturday of the month
- B-Unit – 2<sup>nd</sup> Saturday of the month
- C-Unit – 3<sup>rd</sup> Saturday of the month
- D-Unit – 4<sup>th</sup> Saturday of the month
- E-Unit – 1<sup>st</sup> Saturday/Sunday of the month
- F-E/F-Unit – 1<sup>st</sup> Saturday of the month
- F-N – Every Sunday (inmate worker unit)
- Medical – 1<sup>st</sup> Sunday of the month

### **Inmate Workers**

Inmate workers are selected by the jail staff based on their conduct and ability to cooperate with the jail staff. If you intend to become an inmate worker, obedience of the rules is of great importance. When an inmate is selected as an inmate worker he/she is placed in a community service program, which can reduce their sentence by 1 day for each 24 hours of work. Inmate workers are provided with double feeding trays at scheduled feeding times. Inmate workers are provided two jail issued mattresses as a courtesy. Guidelines for selection of inmate workers are: (1) Minimum of 30 days remaining on sentence. (2) Under sentence with **no** pending charges. (3) Jail staff must notify the jail office staff of the change in the inmate's status so adjustments in release date can be made. A Midnight release may be granted by the 3<sup>rd</sup> shift supervisor for inmate workers on their scheduled release date, provided the inmate has remained a worker for a minimum of 30 days, up to their release date, and has no disciplinary infractions. NOTE: Inmate workers that are serving time as a condition of probation are not eligible for sentence reductions. (4) Have spent 30 days with no jail disciplinary problem, nor lengthy disciplinary history during jail time. (5) Have 30 days elapse after being terminated or quitting as an inmate worker. Inmate workers can be removed from inmate worker status by any of the jail staff, with or without a rule violation.

### **Religion**

The Rock County Jail attempts to prevent any religious discrimination and accommodate an inmate's freedom to practice their religion. Religious practices cannot interfere with facility security. Whenever an inmate complains he/she is being compelled to do something contrary to their religious beliefs or is being prevented from practicing their religion, the jail staff shall report the complaint to the Jail Captain/Jail Commander.

The Jail Captain shall meet with or respond in writing to the inmate to determine specifically what the inmate proposes the staff do to accommodate his/her religious practices. The Jail Commander may authorize accommodations or explain the basis for rejection of the inmate's proposal.

### **Diet and Meals**

To ensure a proper and well balanced diet is provided to all inmates, the menu is approved by a registered dietician. The menu contains three nutritious daily meals, two of which are hot. All menus are to be prepared by a member of the kitchen staff appointed by the Sheriff or his designee. Any special diets required due to medical/religious reasons shall be approved at the discretion of the Jail Captain, medical and kitchen services.

### **Medical, Dental & Psychiatric**

ALL medications taken by inmates must be approved by the jail medical contracted doctor.

Prior to going to a housing unit, you will be seen by a Nurse. Medical questions will be asked at that time. Please direct any medical problems to the Nurse at that time. If this is overlooked at admission, you can sign up for "Sick Call" by turning in a nurse slip to the local control officer. When you submit the "Sick Call" slip, indicate what your medical

problem is. A Nurse is available 24 hours a day 7 days a week. A nurse will call or respond to your request within 72 hours.

The Jail does have a licensed mental health professional that is available M-F that can be called upon if it is felt by correctional staff that you have a psychiatric EMERGENCY. You MAY be counseled by them and evaluated at that time. If they are not available, the jail may contact a Crisis Intervention Worker. All other requests to the mental health professional may be done so by filling out a "Sick Call" or Inmate Request form addressing the concern. Dentists will provide emergency dental care only. This does not include any type of cosmetic dentistry i.e. cleaning, cavities etc. Medications are distributed at approximately 5:30AM and 5:30PM. You are responsible for coming out and getting your medications when called upon and provide your jail issued ID and a clear glass of water. You must have shirt and pants on to receive your medication. The jail nurse must verify all medications brought in from the outside.

Inmates sentenced with work release privileges (Huber Law) will be responsible for all health care costs including prescription medication.

If you are injured in any way, you should report this **immediately** to the officer in charge, or the Control Officer.

### JAIL PATIENT MEDICAL EDUCATION

This information is designed to assist patients in identifying and treating common ailments. It is strongly recommended that a patient seek medical attention if a problem persists or you experience additional symptoms.

#### COMMON COLD

The common cold is caused by many different types of viruses and is not serious. The usual symptoms include sneezing, stuffy nose, watery nasal discharge, scratchy throat and cough. You may feel achy, tired and have a headache. Colds are not cured by taking antibiotics like penicillin. A cold must run its course. Symptoms are usually worse the 2<sup>nd</sup> & 3<sup>rd</sup> days and should stop within 4-7 days. A cough may last longer than this, especially if you smoke.

Adults average 2-4 colds per year. Colds usually occur more in the fall and winter. The viruses that cause colds are spread mostly by drainage from the nose, coughing and sneezing. You should cough and blow your nose into paper (Kleenex or toilet paper) and throw it into the trash can right away. Try not to get really close to anyone coughing or sneezing who does not cover his/her mouth. **ALWAYS** wash your hands after you blow your nose or sneeze.

Do the following if you have a common cold:

1. Drink lots of fluids especially clear fluids such as water.
2. Stop smoking. Smoking can make your cold worse. Smoking can cause respiratory problems and cancer.
3. May take 2 Regular Strength Tylenol tablets for fever, headache, and aches and pains associated with a cold. Antibiotics are not indicated for treatment.
4. Rest as much as possible.

You may need some medications to relieve some of the symptoms. If your symptoms get worse, put in a "Sick Call" request to see the medical department.

#### GAS, BELCHING & HEARTBURN

Eating gas-forming foods and swallowing air while you eat can cause gas. Do the following if you have gas:

1. Take 1-2 antacid tablets for heartburn, or gas, up to 4 times a day if needed.
2. Avoid gas-producing foods.
3. Chew foods slowly.

#### INDIGESTION

Eating gas-forming foods or swallowing air can cause indigestion; it usually is not a serious condition. Cabbage, coffee, tea, carbonated beverages may cause gas. Do the following if you have gas:

1. Avoid eating foods that cause problems.
2. Avoid overeating.
3. Remain in an upright position 1-2 hours after eating.
4. Chew your food well and avoid eating fast.

5. Avoid chewing gum which creates air in your stomach.
6. Avoid eating 1-2 hours before bedtime.
7. Stop smoking. Smoking increases acid production.
8. Take antacids: 2 tablets between meals and at bedtime.

### **NAUSEA AND VOMITING**

Nausea and vomiting can have many causes. The stomach flu is a common cause and does not last for more than 24-36 hours. Diarrhea may also develop. If you are sick to your stomach or throwing up, you should do the following:

1. Drink only clear liquids for the next 24 hours.
2. Drink small amounts or sips if you cannot keep anything down.
3. Don't take aspirin, laxatives or antacids while you are sick to your stomach.
4. Rest for 24 hours.
5. When you are feeling better, start eating food gradually.
6. Do not eat a lot of spicy, greasy foods at first.

See the nurse if:

- You don't feel better in 24 hours.
- You can't keep any liquids down.
- You start vomiting up blood.
- You get a fever and increased stomach pain.

### **URINARY DISCOMFORT**

Urinary discomfort is common in females. It is caused by bacteria entering the urinary system through the tube that leads to the bladder where the urine is kept. Way to prevent urinary discomfort:

1. Drink 8 glasses of fluid per day.
2. Limit drinking caffeine drinks while having symptoms.
3. Urinate when you feel the urge.
4. Don't hold urine for long periods of time.
5. Avoid activities (masturbation) that cause friction to the urine outlet.
6. Take all medications until gone.

The symptoms of an infection should begin to get better in 24-36 hours after starting an antibiotic.

### **TOOTH DECAY & GUM DISEASE**

Tooth decay and gum disease begin with plaque. Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease. It is constantly forming over the teeth. How does plaque cause cavities?

1. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acids that attach to the enamel on your teeth.
2. The cavity grows larger as it enters the dentin.
3. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
4. If decay is not checked, an abscess may occur or the bone may become infected.

How does plaque cause gum disease?

1. Plaque collects beneath the gum line and irritates the gum tissues. This may cause your gums to bleed when you brush.
2. If plaque isn't removed, it becomes hardened and forms tartar increasing the irritation to your gums.
3. Plaque will begin to destroy the tissue holding the gums to the teeth.

Brush to remove plaque.

1. Prevent tooth decay and plaque by brushing.
2. Hold your toothbrush at a 45-degree angle to the gum line.
3. Brush back & forth with short strokes, covering 1-2 teeth at a time.
4. Brush the back of your teeth – inside & outside.

### **HEADACHE**

Most people have headaches. Most headaches are not serious. Many things can cause headaches – tension, sinus congestion, caffeine, smoking, medications and high blood pressure. Do the following if you have a headache:

1. Avoid whatever causes your headache.
2. Take 2 Tylenol tablets 2 times a day.

3. Use moist, cool cloths if this helps relieve the headache.
4. Rest. Don't watch TV. Avoid noisy interaction.

### **SORE THROAT**

Viruses cause most sore throats – antibiotics cannot kill a virus. It takes 4-7 days for a sore throat to get better. Do the following if you have a sore throat:

1. Gargle with warm, salty water several times a day. Do not swallow the salty water.
2. Drink plenty of fluids.
3. Take 2 Tylenol tablets for fever and pain 2 times a day.
4. Stop smoking.

Return to the nurse if conditions get worse or you have no relief.

### **SPRAIN**

Stressing or twisting a joint or body usually causes a sprain. Swelling usually occurs and can cause pain. Do the following if you have a sprain:

1. Keep the injured area elevated for 48 hours. This decreases the swelling and throbbing.
2. Use cold-water cloths on the area for 24 hours and avoid using.
3. Take Tylenol 2 times a day for pain.
4. Notify the medical unit if numbness, tingling, cold or blueness appears to the area below the injury.

### **SKIN RASH**

Many things can cause rashes:

- plants
- chemicals
- medications
- infections

Often it is impossible to identify the cause of a rash. The treatment for a rash is to remove what is causing the rash and to relieve symptoms.

Do the following if you have a rash:

1. Wash or bathe in cool water only.
2. If you know what it is, avoid the cause of the rash.
3. Notify medical unit if symptoms of infection occur:
  - Increased redness or swelling, pus formation, heat, red streaks, increased pain or the rash is spreading.

### **ACNE**

Acne is a build up of oil at hair roots and oil glands. Acne may be blackheads, whiteheads or pimples. There are some factors that cause acne to be worse: some foods, hormones, stress and contact with irritating or oily substances may cause breaking out to get worse. Do the following if you have acne:

1. Wash your face and any other area that breaks out at least 2-3 times a day. Use mild soap and don't rub hard.
2. **DO NOT** squeeze or pick the pimples, this may cause them to get worse or infected.
3. Wash your hair at least 3 times a week and don't use oils on your hair.
4. Eat a balanced diet.
5. Don't use oily make-up or creams on your face.

### **DANDRUFF**

Dandruff can be normal scaling off of the top layer of your scalp. It can also be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around the hair roots. Dandruff can usually be treated by using a dandruff shampoo. Do the following things:

1. Shampoo hair 2-3 times weekly in cool or barely warm water.
2. Use dandruff shampoo. Make sure you rinse out all the shampoo.
3. The oil glands around your hair may make more oil if you massage or rub your scalp a lot.

If the shampoo does not improve your dandruff problem after one month, return to sick call.

### **ATHLETE'S FOOT**

Athlete's foot is caused by a fungus. Fungi like to grow in warm, moist places. Do the following if you have athlete's foot.

1. Keep your socks & shoes off whenever possible. Don't sleep with your socks on.
2. Wash your feet with warm, soapy water everyday, pat dry between your toes. Dry your feet last to keep from spreading the fungus.
3. If you have shower shoes be sure and wear them when you shower.
4. If you have canvas shoes, wear them during the day.
5. Wear socks (white cotton if you have them).  
Put clean socks on everyday. Put socks on before your underwear to keep the fungus from spreading.
6. Apply antifungal cream to the athletes' foot area 2 times daily after you wash your feet; rub the cream in well – it doesn't take much.  
Wash your hands before and after you apply the cream.  
Use the cream as directed by the medical staff.
7. Notify the medical staff if any of the following occur:
  - increased redness, increased swelling, heat, pus formation, red streaks, increased pain.

## INSOMNIA

Some of the things that you can do for yourself if you are having trouble sleeping are:

1. Reduce and/or stop drinking caffeine drinks. These include coffee, brown tea, colas and some other soft drinks.
2. **DO NOT** take naps during the day, at count or during the evening.
3. Exercise during the day to help tire you out. This will also help reduce stress.
4. Go to bed at the same time each night. When you are drowsy and can't sleep, get up and read a book or write a letter until you get drowsy; then go back to bed. You may need to repeat this procedure several times.
5. Get out of bed at the same time each day.
6. Discuss your problems with the staff, chaplain, or other mental health professionals if available.

Over time, the ideas listed above should help you get your sleep problems under control. Your body has a natural "clock" built into it; sometimes it needs to be corrected. If you have had sleep problems for a long time, or were using drugs and/or alcohol prior to incarceration, it will take time for you to adjust. If you are new to the jail or are getting out soon, you will probably have some sleeping problems. Medications won't cure the problem. Time and effort from you probably will.

**For medical problems or symptoms not described in this pamphlet, please complete a Sick Call Request Form to see the physician or nurse.**

### Physical Force and Restraints

The Jail staff will not use physical force, including O.C. Spray, other than to protect themselves in self defense, to protect other persons, to prevent self-harm, to prevent serious destruction of property, to move a person in a reasonable manner to a particular area or in the event of an attempted escape. Only that force which is necessary will be used to control the situation. When use of force is necessary, a written report will be left in your file, including any medical attention that may have been required.

### Visiting

All visitation (non-professional) will take place through our outside contracted company (ICSolutions). You will receive one free 30-minute onsite **NON-CONTACT, local video visit** per week. Any visits after this will cost \$7.50 per 30 minutes. A limit of four visitors is allowed at one time. No one under the age of 18 will be permitted to visit unless his or her parent or legal guardian is present. Visiting schedules are posted, however the jail will accept property at any times. Former inmates will not be allowed to visit, pick up or leave money for inmates until they have been released for over 30 days from jail. Any visits including pornographic material, nudity or sexual material deemed inappropriate will be immediately terminated and visitors may be subjected to visiting suspensions. Three (3) or more violations are considered termination of visiting rights.

#### Visiting Hours:

8:00AM - 11:00AM  
 12:00 PM – 1:30 PM  
 3:00 PM – 4:00 PM  
 5:30PM - 9:30PM



## Commissary

Commissary is available at least once a week. Orders must be submitted using the kiosk in your assigned section, two days before. In the event commissary falls on a holiday, commissary orders may be doubled. Inmates who claim to be indigent must miss 2 commissary days to be eligible. Once each week they will receive an indigent pack. A toothbrush and comb are provided at admittance. Bar soap will be distributed with linen once a week. Indigent mail will be stamped only for the Attorney of Record, or the Court. Inmates must present their jail issued ID and check their order and sign for it **when it is received in front of the commissary employee delivering it**. If the inmate is unable to present their ID to commissary staff, the commissary will not be passed. Officer verification will not be accepted. Once they turn their back or leave the door area, they have no recourse or claim on their order. It is the inmate's responsibility to keep an eye on their commissary as the Rock County Jail is not responsible for any lost or stolen items.

## Uniforms

While you are in your cell you may remove your Jail uniform. At any time you are out of your cell (or not on your assigned bunk if in the Huber area), you will be in a Jail uniform, which will be right side out, arms through openings, pants pulled up to your waist and pant legs not rolled up. Writing on the uniform or ripping it in any way will not be tolerated. Violations of this could result in disciplinary action and/or criminal charges with restitution assessment. This includes all scheduled feeding times!

## Phone Calls/Television

Each section has a phone and television. The calls are all **collect or prepaid** calls. Only a personal PIN number will be issued to you upon intake that is needed to have access to kiosk, phones, and tablets. It is your responsibility to keep this PIN number to yourself. DO NOT give your PIN number to any other inmate to prevent any theft of your money. RCJ/ICSolutions is **not** responsible for any stolen PIN number use. If you feel your PIN number has been used without your permission, a new PIN number will be issued to you upon request from your unit officer. No stolen money will be refunded by ICSolutions or Rock County Jail. Three-way calling is **not** allowed at this facility, and your call may be disconnected and blocked. When the general cleaning is completed, the phones will become available for your use until lockup. If the phones are abused or the jail staff receives complaints from persons outside of the jail, you will be advised of the complaint and you may lose phone privileges. The jail staff will not take any messages for inmates, unless the officer deems it to be an emergency. **Phone calls are limited to 15 minutes in length**. Inmates are allowed to make **collect or prepaid** calls only.

Called numbers may also be blocked for excessive use, at the request of a called party, or upon suspicion of fraud. These calls will be investigated and may be blocked. Inmates cannot request a number be unblocked.

Questions regarding the inmate phone service may be answered by calling the ICSolutions Customer Service number. Inmates can do this by submitting a request form to be answered by the on-site ICSolutions Administrator. Others can call 1-888-506-8407. Jail staff will not answer questions regarding the phone services.

## Tablets

A tablet will be supplied to each inmate. An inmate may access these by using their ICSolutions PIN number. The tablets can be used to purchase music, movies, commissary, educational resources, law resources, send messages, phone calls and access your financial jail/ICSolutions account. Tablet use may be suspended for disciplinary infractions. Any damage to tablets may result in criminal charges.

## Correspondence and Publications

**ALL CORRESPONDENCE WRITTEN BY INMATES WILL BE SENT THROUGH THE U.S. MAIL.**

**With the exception of legal mail**, all outgoing mail will be left **unsealed** by the inmate. The inmate may seal legal mail. Inmate mail may be opened and read by jail staff. Outgoing legal mail may be opened if reasonable suspicion exists to believe that the contents are not legal matters. Legal mail must be opened and inspected, but not read, **in the presence** of the inmate. In all cases when outgoing mail is inspected and/or read, a shift supervisor will be present and a report will be generated.

Each piece of outgoing mail will be stamped "Mailed From the Rock County Jail." You must have a complete return address on each letter as follows: Your full name: ROCK COUNTY SHERIFF'S OFFICE-JAIL, 200 HWY 14 EAST, JANESVILLE, WI 53545. Any outgoing mail without a complete return address will not be mailed; it will be returned (if known who sent it) to complete the return address.

The jail staff may open, inspect, and read any incoming mail in order to ensure the safety and security of the jail or jail operations. The jail staff will not open letters from the Governor, Attorney General, Judge of any court of record, Department of Health & Social Services (Division of Corrections) or any licensed Attorney unless reasonable suspicion exists to believe that the contents are not legal mail or that contraband is present. Suspicious legal mail will be opened in the presence of the inmate it has been addressed to and the officer will complete a written report

Subscription publications such as newspapers, books or magazines must come **directly** from the publishers or the distributor. Any other reading materials will not be accepted. Pornographic materials or any other publication, which has been reviewed by the Jail administration and deemed inappropriate, or presents a security hazard, will not be allowed in the jail.

### **Library**

There is a book cart in your unit that contains recreational reading material. You must request the book cart from the Unit Officer. The Unit Officer will supply it for you, time permitting. You are required to return the requested book upon completion so other inmates may checkout.

### **Law Library**

Inmates must request all legal documents and materials from their attorney. There is a computer for those inmates that are representing themselves in legal proceedings. Contact Unit Officer if necessary to use the computer.

### **Inmate Movement**

**While walking throughout this facility you are required to walk along the right side of the hall, hands placed behind your back and no talking in the hallways. Your uniform will be worn correctly and pockets free from any items unless authorized by jail staff. If escorted on the elevator you will face the back wall of the elevator and no talking is permitted.**

### **Unclaimed Property**

Jail authorities will not be held responsible for articles left at the jail by inmates for more than 30 days after your release. Any unclaimed property exceeding the 30 day limit will be donated.

### **Inmate Funds at Release**

All money releases will be issued to you in debit card form upon release, unless an inmate is transferred to another facility. In this case, a money released in check form will be mailed to that facility in 5 to 7 business days.

### **Good Time Credit**

Every inmate sentenced to the County Jail is entitled to have his/her sentence reduced for good behavior if sentenced to at least 4 days, but fractions of a day shall be ignored. **NOTE:** If sentenced as a condition of probation, good time is not granted. The only exception is second or subsequent Operating While Intoxicated.

### **Grievance Procedure**

You may present a written grievance in a timely manner when you perceive your constitutional rights or rights under state law have been infringed upon. The written grievance will be reviewed and you will receive a return reply. There are five stages in the grievance procedure. (1) Correctional Officer, (2) Shift Supervisor, (3) Jail Captain, (4) Jail Commander, (5) Sheriff. This procedure is set forth in Standard Operation 6.170 and is also posted in the units for you to view. You may receive a copy of this policy upon request to any Rock County Jail Correctional Officer. **This policy is not a substitute for an appeal of disciplinary action taken against you and shall not be used for that purpose. Inmate shall not be subject to any adverse action or treatment as a result of filing a grievance.**

## **Prison Rape Elimination Act (PREA)**

The Rock County Sheriff's Office has zero tolerance to sexual abuse or sexual harassment. If you have been or are experiencing sexual abuse or sexual harassment, we want you to report it. Why?

- It's our job to keep you safe. It is your right to be free from sexual abuse and sexual harassment.
- We will conduct an investigation of the reported incident.
- We will hold the perpetrator accountable for his/her actions.
- We want to provide you with important information relevant to support services.

### **HOW TO MAKE A REPORT**

The Rock County Sheriff's Office (RCSO) has multiple ways to report sexual assault or sexual harassment and these reports can be made anonymously.

- Call RCSO at (608) 757-8039 and speak to an officer
- Call Walworth County Sheriff's Office at (262) 741-4520 for reporting outside our agency.
- Dial (9) from the unit phone and make a report to the PREA Hotline.
- Write to the PREA Coordinator.
- Tell a family member, friend, legal counsel, or anyone else outside the facility. They can make the report on your behalf by calling (608) 757-8039.

### **VICTIM SUPPORT SERVICES**

The RCSO has partnered with Family Services to provide survivors of sexual abuse with emotional support services. To access these services, contact (608) 365-1244 or you can send a letter to: 205 N. Main St., Janesville, WI 53546.

## **Huber Law/Work Release Rules**

Any Huber questions should be directed in written form to the Huber office. New inmates with jobs will be given priority. The Huber Officer will **NOT** accept collect phone calls from any inmates.

In accordance with Wisconsin State Statute 302.372(2), Prisoner reimbursement to a County, and Rock County Ordinance 9.16, Cost of Maintaining Prisoners, all sentenced inmates that have Work Release privileges, regardless of employment status will be charged \$17.15 per day room and board for each day incarcerated. Exemptions will be granted to those inmates enrolled in the Rock County Education and Criminal Addictions Program (RECAP) and those inmates designated as Inmate Workers (Trustees).

A deposit of \$120.05 is required for Huber Room and Board before the inmate will be allowed out to work, with the exception of inmates obtaining employment from a local employment agency. Inmates are also responsible for a charge of \$32.00, (prior to leaving the jail for the purpose of Employment, Childcare, Eldercare or School) for the processing of any Huber related paperwork during each incarceration. Inmates will **not** be allowed to work more than one full time job. Inmates may **not** work more than 6 consecutive days, or be out of the jail more than 12 hours per day without judicial approval. Childcare, Eldercare or attendance at an educational institution will be considered full time jobs. No 'split-shifts' are allowed. Employment must be verified and paperwork filled out by the Huber Officer **prior** to you leaving for work. Any changes in employment or overtime must be in writing at least 48 hours in advance and authorized by the Huber Officer. Inmates will **not** be allowed to work overtime shifts that do not provide for 8 hours off in between shifts. Inmates may **not** be visited on the job site, parking lot, or other property connected with your place of work/school, by any friends or family. Special request for job searches are granted each Tuesday. Requests for job searches must be turned in by Thursday for approval for the upcoming Tuesday.

Inmates must provide the jail with a person responsible for transporting you to and from your work. This will include the person's name, home phone number, and description of vehicle including the license plate number. Personal vehicles of inmates are not allowed to be parked on County property without written approval. Contact the Huber office for parking information. Inmates must show the Huber Officer proof of insurance, registration, a valid driver's license, license plate number and a description of the vehicle if you plan to drive yourself to and from employment. The Janesville Transit System (JTS) is available as a source of transportation. The use of JTS will be left to the discretion of the work release office. JTS may not be used for work searches.

A Sheriff's Office representative may visit or phone your place of employment at any time to check your status. Inmates will **not** leave job site/school during your assigned schedule. If you have an emergency at work/school, you must contact the jail by phoning 757-7988. If your work requires you to work off-site, you must provide a mobile telephone where you can be contacted immediately. In addition, you will be required to provide a list of job-site locations daily before leaving the jail for work. If you are unable to go to work due to illness or your ride cannot pick you

up, it is your responsibility to inform your employer and the Officer on duty. No inmate can use the Unit phone for this or any other reason. In case of inclement weather, or if for any other reason, you cannot return to the jail, you **will** report to the nearest Police Agency. **Under no circumstances will you stay at a private residence.** You must notify the jail which police agency you are reporting to.

Only farm workers, restaurant workers, retail workers, and health care providers are allowed to work on Holidays provided a schedule has been approved in advance. Inmates who want to work for a relative or are self-employed **must** show proof of that employment **prior** to commitment to the Rock County Jail. This will include pay and tax records. The Huber office will determine the validity of the records.

You are not allowed to work for another inmate, or for any person who has been released from the jail within 30 days of your beginning employment with that person. Your conduct while out working must not result in police contact. If you have **any police contact**, you must notify the jail immediately.

Inmates sentenced with work release privileges and are not on jail sanctions, may go out for Doctor and Dentist appointments provided the appointments are medically necessary and the inmate is not indigent. Indigent inmates must see the contracted health services staff before they are allowed to make and go to appointments. Rock County **will not** be responsible for payment of these medical bills. A "special" form must be filled out for these appointments 48 hours in advance.

Drinking of intoxicants or use of a controlled substance is strictly forbidden. No non-prescription medications will be used without prior approval of the jail medical staff. No non-prescription or prescription medications will be used. Any entry into a public/private place that sells or serves intoxicants is forbidden unless you work there, and it has been pre-approved by the Huber Officer. **All Huber Law/Work Release inmates are subject to a pat down/strip search at any time along with a search of their property.** In addition, a PBT/Urine Screen may be taken at any time. Failure to cooperate with these searches will be considered a rule violation and can result in the loss of Huber privileges.

Wisconsin State Statute 303.08 gives the Sheriff the right to collect all earnings of Huber Law/Work Release workers and deposit it in a trust checking account, and disburse as required by WI Statute 303.08(5). The room and board rate is set by the County Board and is subject to change by the County Board. You will be notified if there is to be an increase. No Huber is allowed to increase any deductions after commitment to the County Jail. Personal checks for room and board will **not** be accepted. Inmates may NOT request cash advances from their employer. Self-employed and short-term inmates (less than 30 days to serve) will pay cash room and board **prior** to going out to work. For those sentenced to over 30 days, your employer will be contacted to mail your work check to the jail. You will also be required to pay an initial \$152.05 for Huber Room and Board before being allowed out to work, with the exception of inmates obtaining employment from a local employment agency.

The workweek runs Sunday through Saturday. **All cash room and board for the week will be paid by Sunday.** Huber transfers must pay Huber room and board in advance. Working Hubers must receive at least minimum wage.

Bookkeeping is done weekly on Tuesdays. When a paycheck is processed, you will receive an **Inmate Huber Account Balance Payment Request** form. This form allows you to request any needed checks from your account. Checks are then cut and distributed on Wednesdays. Huber Bookkeeping days may vary due to holidays.

If it is necessary to leave your job site or childcare/eldercare home, you must first obtain a "special" form. To get one, make a request to the Unit Officer to speak to the Huber Officer. "Specials" are set up 48 hours in advance. "Specials" for funerals can only be for immediate family members. A court order is required for any other funeral attendance.

If you do not have a job, you may obtain job applications from the Huber Officers by request, or have applications brought in for you. It is your responsibility to either mail applications to the perspective employer or have a friend or family member deliver the application. You must have 2 forms of I.D. in your possession prior to being released from the jail. These 2 forms should be a Social Security Card and a State I.D. card or your birth certificate. You are responsible for looking up the names/addresses/phone numbers of up to 3 places of employment for your job search. The Huber office will first attempt to obtain the application. If you receive an application, it is your responsibility to either mail it out or have someone drop it off for you. You can **only** go to those places listed on your "special". If you need to have money from your commissary account for the "special", your request must be in by 11:00AM on the Wednesday prior to your planned "special". If given a "special" pass for any reason, you will be expected to follow all Huber Law Rules while outside the Jail.

Cash dispersal for Working Inmates may not exceed \$20.00 and only dispersed on Fridays.

### **Childcare/Eldercare**

Any inmate requesting childcare or eldercare must provide the jail with proof of custody (birth certificate), proof of a working phone in the home, and a copy of the work schedule of any other adult(s) living in the home. The phone bill cannot have privacy manager, call forwarding, 3-way calling, call waiting, or any past due balance. Childcare/eldercare will only be allowed at your primary residence, and you must have resided at that home prior to coming to jail. No other adults will be allowed in the home during the hours you are there. Childcare/eldercare workers are required to follow all Huber inmates rules while out on childcare/eldercare and remain current in payment of Huber fees.

### **Electronic Monitoring**

The Rock County Sheriff's Office operates an Electronic Monitoring Program as a cost effective way to impose sentence on low risk offenders sentenced to Huber. Under the program, the inmate's residence becomes an extension of the jail.

At the discretion of the Diversion Program Supervisor, inmates selected for the program may do all or only part of their sentence on the program. Electronic Monitoring inmates will be required to sign an agreement to follow all program rules. Inmates who are not able to abide by rules of the Electronic Monitoring Program will lose the benefits the program offers and will be returned to jail to serve out the remainder of their sentence.

Within 72 hours of being sentenced and receiving the application packet, the inmate may contact someone from the Electronic Monitoring Program Office. At that time, the inmate will be given a date when the application needs to be turned in by.

If the inmate is selected for the Electronic Monitoring Program, a staff member will make contact and schedule a date and time to come into the office to be placed on the program. On the date that the inmate is scheduled to report for the program, they will also need to have a landline or cell phone available at their residence for contact purposes. Inmates must report clean and sober. Inmates will be required to submit a urine test for drugs, as well as a possible breath test prior to being accepted into the program. Failure to report clean and sober will result in the inmate beginning his/her sentence in the jail.

Inmates are expected to pay a fee for the program. The daily fee is \$16.88 per day. There is a one-time processing fee of \$52.75, as well as a \$5.00 fee for the drug test. The inability to pay program fees will not preclude an inmate from participation in the Electronic Monitoring Program.

If an inmate does not qualify for the program, a staff member from the Rock County Sheriff's Office will make contact and inform them of such.

### **Workender Program**

The Rock County Sheriff's Office operates a Workender Program as a cost effective way to impose sentences on low risk offenders sentenced to Huber. Under the program, the inmate is required to serve a sentence on Tuesday-Friday without disrupting their employment, childcare, or educational interests as an alternative to housing the inmate in the jail. The inmate will be required to serve their sentence by completing approved community service work details. A Rock County Sheriff's Office Correctional Officer will supervise Workender inmates during these work details.

The Rock County Sheriff's Office Workender Program is open to all sentenced inmates. Inmate will be selected by the Diversion Program Supervisor if the inmate meets all criteria.

Within 48 hours of being sentenced, Workender staff will review all recently sentenced inmates who are sentenced with Huber. Once a list is compiled, Workender staff will gather paperwork and interview the inmates on the list. If the inmate is selected and meets the criteria, that inmate may be released that day and given a report day.

The inmate will be given a weekday schedule to report to for their first day of work detail. The first day the inmate arrives for the program, Workender staff will have them fill out remaining paperwork and give a brief orientation.

## RECAP Programming

Clients are referred to the program by the Court as a sentence requirement or by the Probation department as an Alternative to Revocation. Inmates may also be accepted into the program on a voluntary basis.

RECAP is a 5-month program focusing on chemical abuse, cognitive skills programming, restorative justice, academic and vocational education, in addition to preparation for release into the community. Each individual receives extensive hours of programming each week, along with individual counseling hours. Inmates graduate from the program after satisfactorily completing all program requirements. Completion times vary based on individual ability, effort and behavioral issues.

## II. RULES

While you are incarcerated at the Rock County Jail you are under the jurisdiction of the Rock County Sheriff's Office and are subject to all applicable federal, state and municipal statutes. You may be arrested for any violations of these statutes which occur while you are in jail and you should be aware that the penalties for certain statutes may be increased due to your incarceration. Also, if you are on probation or parole, your probation or parole officer will receive a copy of any incidents that you are involved in which result in disciplinary action. Finally, in addition to the above-mentioned statutes, you are subject to administrative rules, which are listed below. Any violations of these rules are punishable by up to ten days in lockdown/solitary confinement (per incident) unless otherwise noted. Other punishments may include restriction of commissary or television privileges, loss of time earned for good conduct or loss of Huber law privileges if the violation occurred while working under Huber law.

### Section 1 - Rules Regarding Bodily Security

- 1.01 Assault.** Inmates shall not cause or attempt to cause bodily harm to another.
- 1.02 Fighting.** Inmates shall not become involved in any physical altercation at the jail.
- 1.03 Sexual acts with others.** Any sexual contact with another is forbidden. Huber inmates are not allowed to engage in any sexual contact with others while out under the Huber law.
- 1.04 Threatening conduct.** (1) Inmates may not physically act in any manner intended to frighten, intimidate, abuse or harass another person. (2) Inmates may not attempt to verbally intimidate another person. This section would include extortion, blackmail, and protection. (3) Inmates may not threaten jail staff or any authorized personnel within the jail.
- 1.05 Excessive and/or obscene behavior.** Inmates may not act in a lewd, lascivious, or otherwise disorderly manner.
- 1.06 Rioting.** No inmate shall act in conjunction with any other inmates in causing a disturbance or violating any valid orders or jail rules.

### Section 2 - Rules Regarding Property

- 2.01 Theft.** Inmates may not intentionally take another's property with the intent to deprive the other of the property without their consent.
- 2.02 Damage or destruction of property.** No inmate may damage or destroy the property of another by fire or any other means.
- 2.03 Possession of money.** Inmates shall not possess any money in any of the living areas of the jail.
- 2.04 Possession of another person's property.** Inmates may not intentionally receive or conceal property belonging to another.
- 2.05 Defacing county property.** (1) Inmates are not allowed to write, draw or otherwise deface any County owned property. (2) Inmates are not allowed to attach pictures to doors, walls or furniture by any means. (3) Inmates are not allowed to tamper with or damage Jail issued ID cards, if this occurs a \$5.00 replacement fee will be assessed to the inmate. (4) Inmates are not allowed to damage their uniform, undergarments, linen, mattress or any other Jail property.

### Section 3 - Rules Regarding the Administration of Justice

- 3.01 Lying or making a false statement.** No inmate may knowingly give false information to any staff member with the intention of misleading the officer in the performance of his/her duties.
- 3.02 Bribery.** Inmates may not offer a bribe or anything of value to any official or staff member.
- 3.03 Inappropriate communication.** No inmate will ask personal questions or make inappropriate comments or requests to any jail staff member.

#### **Section 4 - Rules Regarding Jail Security and Order**

- 4.01 Creating a disturbance.** (1) Disruption caused by loud talking, whistling, profanity or obscenity will not be tolerated. (2) Wrestling, running, boxing and other forms of horseplay is prohibited. (3) Inmates shall not incite others to disobey any orders and/or the rules. (4) Inmates shall keep the television volume at a reasonable level. (5) Inmates will not engage in "toilet talk."
- 4.02 Willful disobedience of a valid order.** In order to facilitate the smooth functioning of the jail, inmates must obey any valid order issued by the jail staff. This includes any reasonable order not otherwise listed in the rulebook.
- 4.03 False alarm.** Inmates may not intentionally give a false alarm to any staff member by means of a fire alarm system or otherwise.
- 4.04 Escape.** No inmate may plan, attempt or participate in a jail escape in any manner.
- 4.05 Interfering with the court process.** (1) No inmate may refuse to go to court when ordered to do so. (2) Inmates may not cause any type of disturbance while being transported to court. (3) No inmates may cause any type of disturbance during their court appearance, or while awaiting their appearance.
- 4.06 Setting fires.** Inmates are not allowed to start any fires in the jail environment.
- 4.07 Tampering with jail equipment.** Inmates may not tamper with any windows, security cameras, locking devices, plumbing fixtures, telephone fixtures, cleaning supplies, or any part of the electrical system, including outlets.
- 4.08 Wearing or making a disguise or mask.** No inmate may disguise his or her appearance in any way.
- 4.09 Being out of an assigned place.** (1) Inmates are to lock down at 2:00PM and 10:00PM. (2) Inmates will not sit on the stairwells, second tier overhang, or on the tabletops. (3) When assigned a bed, you are to stay assigned to that bed unless the Control Officer reassigns you. (4) Inmates are not allowed to be on any bed or allowed to enter any cell other than the one assigned to them. (5) Inmates shall not deviate to or remain in any other unauthorized area. (6) Inmates will not sleep on the floor if assigned to a bunk unless cleared by medical staff.
- 4.10 Possession or production of forged documents.** No inmate may falsely make, alter, or sign any paperwork or official document.
- 4.11 Failure to cooperate with a search of your person or property.** Inmates shall submit to a search of their person or property at any time that a staff member requests. This may include pat-down searches, strip searches, and the preliminary breath test for alcohol or a drug test for controlled substances.
- 4.12 Improper use of the telephone.** Inmates may not make annoying, threatening, or obscene phone calls. Inmates are not allowed to make three-way calls.
- 4.13 Interfering with inmate counts.** Inmates must cooperate with the periodic head counts; any attempt to create a false count would be a violation of this section.
- 4.14 Use of profanity towards staff.** Inmates may not use profanity towards the jail staff or any official visitor while in court or in the jail.
- 4.15 Jumping or hanging from the tier.** Inmates will not jump or hang from the second tier overhang in A, B, C or D units.
- 4.16 Obstructing the view.** (1) Inmates should stay back from the control windows, behind the designated line. (2) Inmates are not allowed to cover any windows, lights, cell door opening, or security cameras. **Exception:** Inmates will be allowed to cover cell door with sheet **ONLY** when they are utilizing the bathroom (toilet). The sheet cannot be hung above shoulder level while the inmate is sitting on the toilet. Officers must be able to see from the shoulder level and above.
- 4.17 Gang related activity.** (1) An inmate gang is defined as a group of inmates, who threatens, intimidates, coerces or harasses other inmates or engages in activities, which intentionally violate or encourage the intentional violation of institution rules. Any involvement in this type of activity, including the manufacture or distribution of gang-related materials is a violation of this section. (2) Inmates are not allowed to display gang paraphernalia or make gang signs through the use of hand gestures.
- 4.18 Extortion.** No inmate may obtain or attempt to obtain the property of another through the use of intimidation or coercion.
- 4.19 Improper use of jail uniform.** (1) Inmates may not alter jail uniforms in any way. (2) Full uniforms are to be correctly worn (right side out, pants pulled up to waist, and pant legs not rolled up) from wake up in the morning until lockdown at night.
- 4.20 Display of lewd, obscene or indecent pictures or drawings.** Inmates may not display pictures or drawings, which depict sexual acts or exhibition of human genitalia.

#### **Section 5 - Rules Regarding Health, Safety or Miscellaneous**

- 5.01 Creating a health, safety or fire hazard.** (1) No inmate shall act in any manner, which creates a health or safety risk to him or herself or another, including any fire hazard. (2) Inmates may not store any perishable food items (including condiments) past the mealtime when the item was distributed.

- 5.02 Possession of or introduction of contraband.** (1) Inmates are not allowed to smoke or possess any smoking materials. (2) Inmates are not allowed to transfer money or property from one to another. (3) Accumulations of excess property will not be allowed (including issued items). (4) Inmates may not possess any weapons, explosives or unauthorized tools. (5) Inmates may not possess any narcotics, drug paraphernalia or alcohol. (6) Inmates may not introduce or attempt to introduce any contraband into the jail. (7) Inmates may not possess any item intended strictly for use by the jail staff or officials.
- 5.03 Misuse of medication.** (1) Inmates are not allowed to store or conceal any medication. (2) Inmates are not to transfer any personal medication to any other person. (3) Inmates may not store medication in Huber bins.
- 5.04 Being intoxicated or under the influence of alcohol or unauthorized drugs.** Inmates are not allowed to consume any alcohol or unauthorized drugs while incarcerated. (This would include inmates who are out on Huber/Diversion) Being found guilty of being intoxicated or under the influence of alcohol or unauthorized drugs may result in petitioning the Court for revocation of your Huber privileges and/or removal from Diversion Program.
- 5.05 Refusing to maintain and clean your cell or living area.** (1) Each day every inmate must do his or her share of cleaning and general housekeeping. (2) Inmate cells will be inspected to ensure that the floor is swept and mopped, the toilet is disinfected and the sink is cleaned. All doors, walls, and waste containers are to be cleaned daily and kept clean. (3) Inmates are required to make their bed (all sheets will be tucked in to present a neat appearance) by 8:00AM and keep them made up until 8:00PM. (4) All personal items in your cell must be stored neatly on your shelf. There will be nothing on the floor of your cell other than your slippers. (5) No bedding (mattresses, sheets or blankets) will be allowed out of the cell to sit or lay on. (6) Floors in your section will be swept, mopped and kept clean throughout the day.
- 5.06 Adulteration of food or drink/making of intoxicants.** Inmates may not attempt to make alcohol by altering any food or beverage.
- 5.07 Unauthorized communication.** (1) Inmates may not make any unauthorized contact with the public from the jail proper or while at court. (2) No inmate may communicate or attempt communication with persons outside of your section.
- 5.08 Malingering or feigning an illness.** Inmates may not falsely report any injury or illness to any member of the jail staff.
- 5.09 Gambling.** Inmates may not bet on the outcome of any game or contest.

**Section 6 - Rules Regarding Inmate Workers** Any violations of the rulebook may result in the removal of inmate worker's status.

- 6.01 Tardiness.** Inmate workers shall report to work on time.
- 6.02 Improper attire.** Inmate workers shall report for work in their proper uniform and shall remain in their proper attire for the duration of their work.
- 6.03 Leaving workplace.** Inmate workers are not to leave the place of assignment except by permission of the jail staff.
- 6.04 Poor job performance.** Inmate workers must complete their work in a competent and efficient manner.
- 6.05 Improper attitude towards work.** Inmate workers are to maintain a cooperative and courteous attitude and/or behavior towards work and/or supervisor.

**Section 7 - Rules Regarding the Huber Law/Work Release Program**

- 7.01 Deviation of route.** Huber inmates are required to travel the most direct route to and from your place of employment or approved final destination. Inmates shall not be late to work or scheduled appointments.
- 7.02 Unauthorized contact with public during work.** (1) Friends or family may not visit Huber inmates on the job or appointment; this includes any parking lot connected with the appointment or place of employment. (2) Inmates may not have any other adults in their home while they are providing childcare or eldercare.
- 7.03 Unauthorized absence from workplace.** Huber inmates may not leave their place of employment (or residence if out on childcare or eldercare) without jail permission.
- 7.04 Trespass to county property.** (1) Huber inmates will not park their motor vehicles on County property without written permission from the **Huber Sergeant**. (Note: In addition to administrative penalties, your vehicle will be towed away at your expense, and a request will be made to revoke your court order to drive. The County shall not be held liable for the cost of the towing or any damage done to the inmate's vehicle while on County property or while being towed or stored.) (2) Huber inmates will avoid trespassing on the areas of County property that are clearly marked as restricted to inmates. (Inmates may be arrested for trespassing if found in any restricted areas.)
- 7.05 Loitering.** Huber inmates are required to go directly to their predetermined destination once let out of jail. Once at their destination, inmates are to remain on the premises only long enough to take care of business as defined on the "special." Huber inmates are not allowed to visit with family or friends, or have a meal at any job search site. Upon return to the jail premises you are required to come directly into the building.



- 7.06 **Unauthorized entry into a place that dispenses alcohol.** Any entry into a public tavern, liquor store, or any public/private place that sells or serves intoxicants is forbidden unless it is your approved place of employment.
- 7.07 **Providing false or misleading employment information to jail staff.** (1) Inmates must provide the Huber Officer with correct and complete employment information for work release or specials. (2) It is the inmate's responsibility to notify the jail staff of any changes in employment at least 48 hours in advance of the change taking place.
- 7.08 **Use of unauthorized transportation.** All Huber inmates must have reliable transportation for getting them to and from their place of employment. Inmates must provide their transportation information to the jail and have it approved prior to work release. There is a bike rack located outside the Huber dorms, which inmates may use to secure bicycles for the purpose of transportation. All bicycles must be licensed. The Sheriff of Rock County will not be held responsible for stolen bikes.
- 7.09 **Improper police contact.** It is the inmate's responsibility to inform the jail staff of any police contact that they have while out on work release. The police contact will be reviewed and may constitute a violation of Huber Law/Work Release rules if deemed inappropriate. You will be held responsible for any actions that initiate police response even though contact with authorities may not occur.
- 7.10 **Use of unapproved prescription or non-prescription medications.** No prescription or non-prescription medications will be used without prior approval of the jail medical staff.
- 7.11 **Unauthorized payroll change.** No inmate will be allowed to increase any payroll deductions after commitment to the Rock County Jail. Inmates will also not be allowed to receive cash advances from their employers.
- 7.12 **Excess personal clothing.** (1) Clothing allowed into the housing unit must be kept in the bin that is assigned to the inmate's bunk. Excess clothing will not be allowed. (2) Property bag – excess clothing unable to fit inside the property bag will not be allowed.

#### **Section 8 – Rules regarding the Workender Program**

- 8.01 **Reporting to the Workender Program while under the influence of intoxicants or illegal drugs.** When reporting to the Workender Program, inmates must not have a Blood Alcohol Concentration (BAC) higher than .00 and must not have any trace amounts of illegal drugs in their system.
- 8.02 **Possession of prescription or non-prescription drugs.** Inmates will not possess any prescription drugs (except a prescription inhaler) or non-prescription drugs while participating in the Workender Program.
- 8.03 **Smoking.** Inmates may only smoke in authorized smoking areas and during authorized breaks.
- 8.04 **Possession of cellular phones or pagers.** Cellular phones and pagers are not allowed while at any Workender worksite or at the Diversion Office.
- 8.05 **Unauthorized contact with public while at the worksite.** Inmates may not have friends or family visit at any Workender worksite and may not have contact with any member of the public that is not connected with the project.
- 8.06 **Physical contact.** Inmates may not have any inappropriate physical contact with any other inmate, staff member, or any other person during the Workender Program hours.
- 8.07 **Failure to work.** While participating in the Workender Program inmates will work to the level of the capabilities and to the best of their ability.
- 8.08 **Leaving the worksite.** Inmates are not allowed to leave the worksite without authorization.
- 8.09 **Failure to follow instructions.** Inmates will engage in those activities and work projects that they are instructed to complete.
- 8.10 **Unauthorized use of equipment.** Inmates shall not use any equipment unless they are given permission and instructions on its use.

#### **Section 9 – Rules regarding the Diversion Program (Electronic Monitoring)**

- 9.01 **Inmates will reside at approved residence at all times.** Inmates must receive permission from Diversion Staff before moving to a new address. Inmates must get prior permission for another person to move into the residence.
- 9.02 **Inmates are required to have either a landline or cell phone of their own. Inmates must answer the telephone.** Inmates will also agree to keep telephone in good working order and telephone and electric bill paid. If telephone or electricity is disconnected or fails to work for any reason, inmate will return to the Rock County Jail.
- 9.03 **Inmates will allow the Diversion Staff or any Law Enforcement Officer to enter residence at any time to ensure that inmates are complying with the rules of the program and inspect the program equipment.**
- 9.04 **Inmates are only allowed to reside in Rock Co. (or adjacent counties if approved).** Inmates are allowed to work in Rock Co., adjacent counties to Rock Co., and Court approved areas outside of adjacent counties and state.

- 9.05 Inmates must advise the Diversion Staff immediately of any changes in work hours caused by sick time, lay-off, overtime, vacation time, new employment, etc. ***Non-emergency schedule changes must be requested to the Diversion Staff at least 48 hours in advance. Schedule changes not received at least 48 hours prior to the event will not be accepted. Schedule changes may be completed Monday-Friday 7am-3pm by calling (608)373-3880, (608)373-3881, or (608)373-3884.***
- 9.06 Inmates will accept responsibility for the care of the Diversion Program equipment issued to them. Inmates will be held financially responsible for any damage to or loss of equipment and may be held civilly and/or criminally liable for replacement costs.
- 9.07 Inmates will not tamper with the Diversion Program equipment in any way, nor will you remove or attempt to remove the bracelet(s) while on the program.
- 9.08 Inmates must charge the Alcohol Monitoring (Soberlink) unit daily. Inmates must provide breath samples for Alcohol Monitoring at all set testing times and any other time designated by diversion staff. Missed or late tests are a violation.
- 9.09 Inmates are required to charge the active tracking bracelet as directed. Allowing the active tracking bracelet to lose charge is a rule violation. At present, inmates **must** replace batteries every 12 hours.
- 9.10 Inmates will respond immediately to all messages that are sent to the active tracking bracelet by acknowledging it and following the instructions given. Inmates must comply with all other rules and directives given by staff.
- 9.11 Inmates will report to the Diversion Office as requested and with any equipment told to bring by Diversion Staff.
- 9.12 Inmates will comply with all federal, state, and local laws, ordinances, and any rules of supervision set up through Probation and Parole. *If you break any laws while on the program, you may be returned to the Rock County Jail immediately.*

#### **Section 10 – Rules Regarding Rock County Education and Criminal Addiction Programs (RECAP)**

- 10.01 Missing/late for scheduled class (unexcused).
- 10.02 Missing, late, or incomplete homework.
- 10.03 Failure to complete own homework.
- 10.04 Sleeping during program hours.
- 10.05 Smuggling contraband into the Jail/Unit—Minor.
- 10.06 Smuggling contraband into the Jail/Unit—Major.
- 10.07 Smoking or possess tobacco/lighting source.
- 10.08 Possession of contraband.
- 10.09 Refusal to do Community Service (unexcused).
- 10.10 Improper uniform (Uniform worn incorrectly).
- 10.11 Disrespect/lying to staff.
- 10.12 Disruptive behavior.
- 10.13 Talking or off bunk after lights out.
- 10.14 Community Service violation—Minor.
- 10.15 Community Service violation—Major.
- 10.16 Horseplay—Minor.
- 10.17 Horseplay—Major or resulting in injury.
- 10.18 Teasing, name-calling, provoking another.
- 10.19 Unmade bunk—living area unkept.
- 10.20 Profanity.
- 10.21 Display of gang behavior.
- 10.22 Note-passing/unauthorized communication.
- 10.23 Threatening behavior.
- 10.24 Inappropriate sexual behavior.
- 10.25 Positive drug test or possession of drugs.
- 10.26 Physical confrontation with another (fighting).
- 10.27 Theft.
- 10.28 Deviation while out of jail.

### **III. DISCIPLINE**

#### **Discipline in every jail is necessary**

Ignorance of the rules contained within this booklet will **NOT** be considered an adequate excuse of the infraction of the jail rules. Any point that is not clear will be explained by one of the jail staff.

## Disciplinary Procedures

### *Major and Minor Violations Defined*

1. Minor rule violations by themselves do not carry with them any type of punishment. You will receive a written notice of a **MINOR RULE VIOLATION**. This will put you on notice that your behavior has not gone unnoticed. Any combination of **3 MINOR RULE VIOLATIONS WILL RESULT IN A FULL DUE PROCESS CONDUCT HEARING**.
2. If a violation of any rule carries with it discipline, the rules for that conduct must be described with sufficient clarity.
3. Each rule shall indicate the maximum discipline that may be imposed upon you for a violation. No discipline may be imposed upon you if the alleged violation is not included in the rules and regulations.

### Hearing 350.01 DOC Adm. Code

1. It is required that you be given a hearing whenever a conduct report is written.
2. It is also required that you be given notice of the charges against you. This notice must include time, date, place of violation and the rule violated.
3. The hearing will be held a minimum of 24 hours after notice of the rule infraction, barring weekends and holidays. You will have sufficient time to prepare your defense. If you are not prepared for your hearing after the 24-hour period, you may request additional time to prepare your defense.
4. If the rules or rule infraction could lead to criminal charges, you will be advised of your rights and advised to contact legal assistance.
5. You have the right to be present at your hearing, to cross-examine witness(es) and present your side of the incident by witness(es) and by your own testimony. Your witness(es) must be material witness(es) not character witness(es). You may waive your hearing if you wish.
6. Appeal requests must be in writing and contain additional material or evidence that was not heard at the initial hearing that might change the finding/hearing outcome. Simply appealing the length or type of discipline is not grounds for an appeal. (All appeals are sent to the Jail Captain.)
7. You may have access to any documents or reports that will be considered at the hearing.
8. No attorneys will be present for conduct hearings.

### Types of Dispositions

- A. Solitary confinement/lock down not to exceed 10 days (per incident).
- B. Solitary confinement/lock down shall not include loss of basic hygiene products, religious reading or correspondence to the courts. Use of mattresses, blankets, and linen will be allowed.
- C. Restriction of phone. *Except to legal counsel and courts.*
- D. Restriction of commissary. (Hygiene only)
- E. Restriction of television.
- F. Loss of good time credit earned if sentenced (not to exceed 2 days per violation).
- G. Loss of Huber Law privilege if the violation occurs while exercising the Huber Law privilege or Wis. Stat. 303.8.
- H. If there are continual violations of the Huber Law, the jail staff will petition the court of sentencing and request that your Huber Law is revoked.
- I. Loss of inmate worker status if violations occur while on inmate trustee status.
- J. Counseling and written notice placed in your file (warning).
- K. Misconduct that does not warrant a conduct report, you can be placed into administrative lock down for up to 24 hours, at the Officer's discretion.

1. Dispositions may not include:

- A. Restriction of food.
- B. Restriction of health or sanitary condition.
- C. Restriction of hygienic implements.
- D. Restriction of clothing. Except suicidal/security matters.
- E. Restriction of medical access.
- F. Restriction of reading material (\*\*Religious, A.A. type materials & Legal only\*\*).
- G. Restriction of legal correspondence.
- H. Restriction of visitation. (up to 1 hour visitation only)
- I. Use of corporal punishment.
- J. Restriction of access to the courts.

2. Each disposition must have a definite maximum time. If you receive solitary as a disposition, it will be limited to 10 days maximum confinement for each incident.

3. Any loss of privileges you receive will be limited to 5 or 10 days maximum, depending on which rule is violated.

4. You may be summarily locked down prior to a hearing ONLY if the Duty Supervisor deems that a dangerous condition exists when:

- A. The inmate threatens to inflict bodily harm upon someone where the threat is likely to be consummated.
- B. The inmate is engaged in an actual fight with another inmate, member of the jail staff, or visitor.
- C. The inmate is actually involved in the destruction of County property, or actually engaged in causing the disturbance.
- D. The inmate attempts or is actually engaged in sexual conduct or act with another person.
- E. The inmate does not object to summary lockdown for his own protection.

**Other Circumstances for Lockdown/Solitary Confinement**

- A. Investigation of criminal activity.
- B. Shakedown of units and sections of the Rock County Jail.
- C. Administrative Confinement.
- D. Solitary Confinement for up to 24 hours for a minor violation of rule. If both inmates in cell are responsible for violation, they will be locked down together or removed to the segregation unit.

**Items/Privileges Permitted for Lockdown Inmates**

Phone call – **To Lawyer or Courts Only**

Hygiene Products

Religious readings – 1 book soft cover (jail issued only)

1 AA book

1 NA book

And any other approved self-help book

Recreation

Correspondence to the Courts

Mail – letters only (no greeting cards)

Self-embossed envelopes purchased through commissary

Paper and pen (no metal parts)

3 sets of underwear, T-shirts, socks and sports bras, 2 uniforms

Use of mattresses, blankets and linen will be allowed

Any other items will be considered contraband.

**Church Services-** Tuesday evening for A, B, C, and D units, Sunday morning for E and F units.

**Public Defender:**

JANESVILLE OFFICE

101 E. Milwaukee

Janesville, WI 53545

**Courthouse**

51 South Main Street

Janesville, WI 53545

**Probation and Parole**

BELOIT

1146 Grant St  
Beloit, WI 53511

JANESVILLE

2837 Liberty Ln.  
Janesville, WI 53545

**DOC LIAISON**

Jail rounds Monday-Friday

Revised 3/24/21