

Portage County Jail

# INMATE RULES BOOKLET

Portage County Sheriff's Department  
1500 Strongs Avenue  
Stevens Point, Wisconsin 54481

John Charewicz, Sheriff



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**Important Numbers**

Public Defender’s Office..... (715) 345-5382  
Probation and Parole..... (715) 346-1250  
Securus Phone Service..... (800) 844-6591  
Portage County Jail..... (715) 346-1259  
Stellar Services (Jail account, canteen & indigent supplies).....222

**Preface**

You will be held responsible for your behavior while confined to the Portage County Jail. You are expected to follow the Jail Rules to ensure inmate and staff safety, and to maintain security of the facility. Following the rules will enable you to take advantage of the services available, and your time spent here will pass more quickly. This booklet will help to make you aware of what is expected and required of you during your stay in the facility. If you have questions regarding the contents of this booklet, you are encouraged to seek the guidance of Jail Staff. Feel free to approach the Jail Staff at appropriate times to ask about the services available. This can be done in a confidential manner, if need be.

**Rights, Privileges, and Responsibilities**

**You have the right** to be treated respectfully and fairly by all staff, and you have the responsibility to treat others — both inmates and staff — in the same manner.

**You have the right** to legal counsel from an attorney of your choice. You may do this by phone, mail or through professional visitation. You have the responsibility to use the services of the attorney honestly and fairly.

**You have the right** to healthcare and emergency dental treatment. This includes nutritious meals; proper bedding and clothes; and a laundry schedule for washing bedding and clothing. You have the responsibility to advise us of any medical or dental problems, and to follow prescribed medical and dental treatment. You have the responsibility not to waste or hoard food. You have the responsibility to follow the laundry and cleaning schedule; to keep your cell, block or ward area neat and clean; and to maintain your personal cleanliness.

**You have the privilege** of receiving visits from family and friends, and have a responsibility to conduct yourself properly during such visits. You have the right to correspond with family, friends, legal counsel and government representatives. You have the responsibility to not violate the law or Jail Rules when visiting or corresponding with others.

**You have the privilege** of using your funds for commissary and other purchases, consistent with Jail Rules, institutional security and good order. You have the responsibility to meet your financial and legal obligations including, but not limited to, court-imposed assessments, fines, restitution, and Huber or electronic monitoring fees. You have the responsibility to pay for personal or institutional property you have damaged.

**You have the privilege** of participating in counseling groups, educational programs and employment programs (if applicable), consistent with institutional security and available resources. You have the responsibility to take advantage of activities that may help you to live a successful and law-abiding life within the institution and in the community.

**You will be expected to follow Jail Rules, as well as rules and guidelines associated with programs and services.**

**Services Available**

Alcoholics Anonymous Meetings	Law Library (Saturday)
Church (Friday Evening)	Healthcare
High School/GED (Set by Teacher)	Chemical Dependency Group
Library (Saturday Morning)	Counseling Groups

**Daily Schedule**

As an inmate at the Portage County Jail you will be required to follow a daily schedule, which appears on Page 20 of this booklet.

**Searches and Inspections**

Searches and inspections of inmate’s lockers and cells may be conducted at any time for health, safety and security reasons. Inmates are required to cooperate during searches or inspections.

**Personal Care**

Upon admission to General or Huber population, you will be issued the following:

- |  |                        |
|--|------------------------|
| 1 Orange jail uniform or blue jail uniform | 1 Blanket              |
| 1 Pair of jail shoes                       | 1 Mattress             |
| 2 Sheets                                   | 1 Pillow               |
| 1 Pillow case                              | 1 Roll of toilet paper |
| 2 Towels                                   | 1 Hygiene pack         |

**Personal and hygiene items will be kept in your cell and plastic bin. Hygiene items are not to be left in the dayroom or shower areas.**

1. All inmates are required to keep their personal cells, their bunk, and the dayroom clean. Cleaning supplies will be issued for this purpose. All personal clothes and court papers will be stored in the plastic bin given to you at admission.
2. All hygiene items should be kept in your plastic bin. Dirty personal laundry will be placed in laundry bags on laundry day. You are required to have your bed made. **Nothing should be on your floor except your bin, shoes or sandals.** Jail Staff will assess cell and dayroom cleanliness in the morning to determine whether privileges are granted (TV, phones, canteen, etc.) If cleanliness is not satisfactory, then privileges are restricted. The cleaning supplies, once removed from the cellblock, are not issued again until the following day (except in rare circumstances). Remember that you, your property, your cell and cellblock are subject to search at any time by the Jail Staff or Department personnel. These searches may be done when you are not present.
3. Showers will be available. You are required to shower at least once a day.
4. Razors may be issued (upon request) to individuals prior to sentencing; on Tuesday mornings for Max Inmates; and morning/evening for Sentenced Inmates. The razors will be thoroughly inspected by Jail Officers after their return. Any inmate found to have tampered with a razor will be considered guilty of a major violation and will be disciplined accordingly.

5. Your jail-issued orange or blue uniform, socks, boxer shorts, t-shirts, sheets, towels and blanket will be washed or exchanged periodically. Blankets will be exchanged every 30 days.
6. Any personal hygiene products (i.e. – those not issued by the Jail) must be medically necessary and approved by the Jail Medical Staff.

**Contraband**

While in the custody of the Portage County Jail you will not be permitted to be in possession of any contraband. Contraband is defined as any property or substance that cannot legally be in your possession, or which is forbidden by jail policy, city or county ordinance, or State and Federal law. Examples of contraband would be prescription drugs; tobacco products of any kind; any type of alcohol; and excess quantities of hygiene products, reading materials, etc.

While in the Portage County Jail you are permitted to have the following items in your possession:

1. All items issued to you at admission (clothes, linens, hygiene supplies, etc).
2. One **soft-cover** Bible or other religious scripture (Koran, Torah, etc.).
3. Mail (not to exceed a 3-inch stack).
4. Magazines (3) and soft-cover books (3); includes religious, legal & puzzle books.
5. Legal paperwork (not to exceed 3-inch stack).
6. Items purchased through canteen.
7. Paper (either jail issued or through canteen system).
8. Flexi-Pen or crayons.
9. 5 Photographs (no larger than 5” x 7”).
10. Religious symbol and/or AA medallion. (Jail staff reserves the right to determine size and safety of the symbol).

Special permission to have items in your possession other than those listed above can be requested from supervisory staff at the Jail.

**Rules that apply directly to contraband are as follows:**

1. Inmates will not possess any type of contraband. Contraband and anything holding or concealing contraband will be seized.
2. Inmates will not bring contraband into the jail nor attempt to do so. Any person attempting to bring contraband to an inmate from outside the facility will be charged to the fullest extent of the law.
3. Except for canteen items, no food is allowed in individual cells or day room areas of the cellblock.
4. No jewelry (with the exemption of a religious symbol) will be allowed. This includes wedding bands and watches.
5. Buttons, zippers or metal is not allowed on clothing worn in the jail. Sweat shirts and sweaters are not permitted.
6. You are not allowed to have any money in your possession.
7. Excessive bedding or clothing is not allowed (unless medically necessary and approved by the Jail Nurse).
8. You may not possess another inmate's property.
9. The Portage County Jail is a smoke-free facility. All tobacco products, smoking paraphernalia, lighters, matches and any other type of lighting material are prohibited.
10. You may not be in possession of any substance that may alter your mental or physical functions. The only exception to this is medication administered by Jail Medical Staff.
11. Tattooing equipment and branding equipment are prohibited.
12. Inmates may not save nor accumulate Styrofoam containers, newspapers, reading materials and food items. These items will be disposed of as contraband.

**Conduct**

1. You must conduct yourself in an orderly manner at all times. Fighting is absolutely prohibited. Unnecessary noise, whistling or profanity is not allowed, nor is loud, disruptive behavior. Horseplay or practical jokes are not acceptable.

2. You will not destroy, damage, alter nor deface Portage County Jail property, another inmate's property, nor your own property. Violations of this rule will be prosecuted under any applicable local ordinances or state statutes, and restitution for the damaged property will be assigned.
3. You may not threaten — either verbally or physically — another inmate or the jail staff. You will not strike, spit at nor throw anything at anyone. Making obscene/profane comments and gestures is not allowed. Violations of this rule will result in prosecution under any applicable local ordinances or state statutes.
4. Jail staff must be addressed appropriately and respectfully. *Rank* or *title* — such as “Correction Officer”, “CO”, “Sergeant” — are acceptable, as are “Sir”, “Ma’am”, “Mr.”, “Ms.”, and first names.
5. You are required to promptly follow all oral and written orders. Failure to do so will result in disciplinary action.
6. You are expected to promptly respond to all wake-up calls and medical calls.
7. You will not provoke, agitate or incite other inmates to disobey Jail Rules. This includes any participation in planning, encouraging or provoking a riot, disturbance or rebellion of any kind.
8. You will not engage in any sexual behavior with another inmate nor sexually harass anyone. You will not promote nor encourage sexually assaultive behavior, nor act in a sexually provocative manner.
9. You will not steal anything from another inmate; this includes concealing property and interfering with the owner's access to their property. Selling, buying, lending or trading anything of value with another inmate is not allowed.
10. You will not change your bed assignment without permission from Jail staff.
11. You may not enter another inmate's cell.
12. You will not make, possess nor conceal anything that could be used as a “tool” or a “weapon”.
13. Any spoken or written references to “escape” from the Jail or any other jail/correctional facility are prohibited.

14. You will answer any questions from Jail staff in a truthful manner. You will not provide false or misleading information to Jail staff.
15. You will not talk/yell from your cell block to inmates in other cell blocks, nor talk/yell to other inmates from the hallways, program rooms or visiting rooms.
16. You will not pass notes or contraband between housing areas, nor during group activities, classes, library periods or anytime you pass others in the hallway.
17. You are not allowed to loiter or gather on top tiers or stairways in cell blocks. You may be on the top tier and stairs ONLY when you are going to/from your cell and the dayroom. This same rule applies to the stairwell leading to the lower area. Do not jump, hang from, swing on or sit on railings.
18. You will not stand on the dayroom table or chair.
19. TV volume will be kept at a reasonable level.
20. You will not cover nor obscure lights, cameras, windows or vents in a cellblock.
21. You will not hang nor store anything on the bars of your cell, on the bars by the cellblock door, or from the railings in your cellblock.
22. You will not attempt to contact or converse with any inmate of the opposite sex while inside the Jail. The only exception to this is during co-educational groups and education periods.
23. Uniform shirts and pants will be worn when outside the cellblock. Pant legs and shirt sleeves will be rolled down.
24. Inmates will keep their heads and faces uncovered at all times (NO head coverings); this includes while exercising and sleeping.
25. Bedding must remain in your cell, and your mattress must remain on your bunk.
26. Combs may not be altered or misused, or they will be removed from your cell.

27. Piercings (ear, nose, eyebrow, navel, etc.) must be removed at the time of booking into the Jail. For medical/health reasons, foreign objects may not be inserted into the piercing sites.
28. Any type of gang activity, display of gang signs or gang colors, gang graffiti or gang recruitment is prohibited.
29. No tattooing or branding of any inmate is allowed in the Jail.
30. Fires, open flames and fire-starting materials are absolutely prohibited in the Jail. Setting a fire or encouraging others to do so will result in prosecution under any applicable local ordinances or state statutes.
31. You may not gamble while in the Jail, nor wager food or personal property.
32. You will not stick **anything** on your cell walls or the dayroom walls. Anything found stuck or hung on the walls will be confiscated and not returned.
33. You must abide by all municipal, county, state and federal laws during the time you are confined to the Jail, including traffic laws.
34. It is your responsibility to follow all Jail Rules, as well as all instructions and lawful orders given by Jail staff. Failure to do so may result in disciplinary action, legal prosecution or both.

### **Discipline and Sanctions**

As an inmate of the Portage County Jail, it is required that you conduct yourself in a mature and appropriate manner in accordance with the guidelines set forth in this booklet. Failure to do so may result in certain disciplinary actions and sanctions. If you are observed violating jail rules, an "Incident Report" will be written and submitted to the Sergeant, Captain and, if applicable, your Probation Agent. The Jail Sergeant and Captain will review the "Incident Report" and, when necessary, conduct a Disciplinary Hearing. An ordinance citation or criminal charges may also be issued in addition to any disciplinary action.

**Minor Violations:** A minor violation of Jail Rules is one for which a minor penalty may be imposed if you are found to be responsible for the alleged behavior. A minor penalty may be, but is not limited to, verbal or written reprimands; restriction of privileges (canteen, TV, library, etc.) for 24 hours or less; or placement in administrative segregation for 24 hours or less.

The Jail staff who observed your minor violation will inform you of the specific rule that you violated. The procedure for a minor violation is as follows:

- A. You may give a verbal response regarding the alleged violation to the Jail staff addressing you.
- B. The Jail staff addressing the violation may take corrective action if he/she determines a violation did occur.
- C. The staff member will inform his/her supervisor of the incident and the action taken as soon as the supervisor is available. This supervisor might be the senior Jail Officer, a Corporal, a Jail Sergeant or Jail Captain.
- D. If it is determined that three minor violations occurred in one month, the third violation is handled as a major violation.
- E. If you disagree with the corrective action that was taken, you have the right to appeal the Jail staff's and/or supervisor's decision within 24 hours of their action. This appeal must be made in writing (see "Grievance" section). The appeals process provides you with a means to have disciplinary actions modified, or withdrawn and removed from your file.

**Major Violations:** A major violation is a violation of the Jail Rules for which a major penalty may be imposed if you if you are found to be responsible for the alleged behavior. A major penalty may be, but is not limited to, restriction of privileges for more than 24 hours (canteen, TV, library, etc.); cell lock-down for more than 24 hours; loss of "good time" from your jail sentence; and fines, costs, restitution or other court-imposed sanctions.

Inmates accused of a major violation are entitled to "due process"; this means there is, "... an established process designed to safeguard the legal rights of the individual". The process for a major violation is as follows:

- A. You are entitled to an administrative hearing if you are accused of a major violation. You have the right to waive the hearing by signing a written waiver and, if you do so, then your violation will be handled in accordance with the penalties established for a major violation.
- B. If you choose to have an administrative hearing, you have the right to be present at it. At the hearing you have the right to make a statement, present relevant evidence or call witnesses.
- C. You have the right to be represented by a Staff Advocate, who may assist you in understanding the proceedings or responding to the alleged violation.

- D. A supervisor from the Sheriff's Department (rank of Sergeant, Lieutenant, Captain, or above) will serve as the Hearing Officer and oversee the administrative hearing. The Hearing Officer must be someone who did not witness your alleged violation or recommend the disciplinary action.
- E. At the hearing, the Jail Officer(s) who observed your alleged violation and recommended disciplinary action will describe the basis for their actions.
- F. The Hearing Officer may uphold the disciplinary action, modify it, or determine that it is not justified. If you wish to appeal the Hearing Officer's decision, you must inform Jail staff of your intention to appeal immediately after the hearing. You must then submit your appeal in written form within 24 hours.

### Inmate Requests

Inmates must put their **FULL NAME** and **CELL LOCATION** on all forms.

**Inmate Request Form:** This form is used for out-of-the-ordinary requests and inquiries, such as a need to see the Jail nurse, an interest in seeing a counselor, or questions regarding a release date. The request form is also used for filing a grievance. **This form is not to be used for requesting personal supplies** such as toilet paper, soap, etc.

### Visitation

**Emergencies in the Jail sometimes require the cancellation of all visits.**

**Professional Visitation:** You may have professional, face-to-face visits with an attorney, counselor, social worker or Probation Agent. Members of the clergy are sometimes afforded contact visits. Jail activity, time of day, and previous contacts with Jail staff are all considerations. Attorneys may exchange only legal papers with an inmate. Staff from the Public Defenders Office routinely visit the Jail in order to do financial eligibility screenings on inmates.

Professional visits may take place Monday through Friday, 8:30am to 10:30am and 11:30am to 4:30pm.

**Public Visitation:** Inmates must complete and submit a "Visitor Request Slip" in order to place family and friends on their list of approved visitors. Only immediate family (i.e. - spouse, mother, father, sister, brother, children and grandparents) and **one** friend may be placed on your visitors list.

All visitors must be at least 18 years of age (or accompanied by an adult) and completely sober. Computer checks are run on visitors to ensure they have no outstanding warrants or restraining orders. A friend or relative is not approved for a visit if they were confined to this Jail in the 90 days preceding the visit.

One visit — one-half hour long — is permitted each week. A visitor must schedule their visit at least 24 hours in advance. If they must cancel their visit, **this must be done prior to the scheduled visitation time** or it will be counted as the visit for the week.

Public visits take place on Sunday, Monday, Wednesday and Thursday at:

1:30pm      2:00pm      2:30pm      3:00pm

Public visits take place on Tuesday at:

6:30pm      7:00pm      7:30pm      8:00pm

**Visits will be terminated if an inmate or visitor engages in inappropriate behavior or inappropriate language.**

#### **Rules on the Delivery of Money and Property**

1. Prescription medications in their original, labeled containers may be dropped off anytime.
2. Cash or credit card deposits may be made anytime to an inmate's account by using the "Stellar Teller" automated accounts system in the hallway outside the Jail entrance.
3. Visitors dropping off personal clothing and property for an inmate must do so **prior to their visit**. Items can be dropped off at other times with the prior approval of Jail Staff.

**SEE A LIST OF ALLOWABLE CLOTHING AND PROPERTY items in the "Property" Section (Chapter IX) of the rules booklet.**

#### **Mail**

Mail is delivered to the Portage County Jail on Monday through Friday; no weekend or holiday delivery. Mail is processed as quickly as possible on business days, with reasonable delay necessary for the purpose of scanning content and/or checking for contraband. In some cases, delivery of "privileged" mail *may* be delayed only so long as it takes to verify the identity of the sender.

**"Privileged" or Confidential Mail:** This is correspondence sent **to or from** one's attorney and the Courts. Some mail sent to elected officials (e.g. - Sheriff, County Board Supervisor, Wisconsin or U.S. Senator, etc.) or officials overseeing Jail operations may also be considered "privileged". Inmates may seal outgoing privileged mail and the content will not be scanned by Jail Staff. Privileged/confidential mail that is sent **to** an inmate will be opened by Jail Staff in the inmate's presence to ensure it contains no contraband. An inmate who has no funds will be given sufficient stamped envelopes to correspond with the Courts or their attorney, and the postage costs will be charged to their Inmate Account.

**"Non-Privileged" Mail:** This is correspondence sent **to or from** all other persons (friends, relatives, business associates, financial representatives, government agencies, etc.). These letters are opened by Jail Staff, the content is scanned, and envelopes are checked for contraband prior to delivery to an inmate.

#### **Rules for Incoming and Outgoing Mail**

1. There are no limits to the number of personal, "non-privileged" letters an inmate may send, as long as he/she has adequate funds to pay for postage. Incoming letters must have adequate postage or they will be returned to the sender.
2. Outgoing mail must not be sealed, unless it is considered "privileged" mail.
3. All incoming and outgoing mail must have the full name and address of both the sender and the recipient on the envelope. Outgoing mail with excessive writing or drawing on the envelope will be returned to the inmate.
4. Any contraband found in incoming or outgoing mail will be confiscated and disposed of in accordance to departmental policy and regulations.
5. Incoming mail may not have any stickers or adhesive decorations on the letter or envelope. Stickers are removed or — if there are numerous stickers — the letter will be placed in the inmate's property bag. Musical cards, cards with voice messages, and cards with computer chips or "gadgets" will not be delivered to inmates.
6. Any incoming or outgoing mail with writings, drawings, pictures, photos or publications **that may be considered "obscene"** under Wisconsin Statute 944.21 will not be mailed out or delivered to an inmate. Such materials will be placed in the inmate's property bag.

- 7. Incoming mail containing materials that advocate racial, religious or national hatred will not be delivered.
- 8. Any incoming or outgoing mail that promotes or depicts the assembly/use of weapons; manufacturing/use of drugs; means of escape; gang recruitment or enforcement; and illegal or dangerous institutional behavior will not be sent out or delivered to an inmate.
- 9. Money, checks or money orders enclosed with incoming mail will be placed in the inmate’s account, and the inmate will receive a receipt.
- 10. Mail sent to an inmate after they have been released from Jail will be returned to the sender. Unacceptable items enclosed in the mail will be placed in the inmate’s property bag or returned to the sender, subject to safety and security considerations.
- 11. Inmates may receive only clothing, reading materials and money in the mail. Prescription medications must be mailed directly from the pharmacy. If an inmate will be going to prison, he/she may receive “embossed” envelopes (**no adhesive stamps**) or envelopes with no stamps on them. **See a list of allowable clothing/property items in the “Property” section.**
- 12. If incoming mail or its contents are prohibited by Jail Rules, they will not be delivered to an inmate. This will be documented and the inmate will be notified. An inmate may appeal non-delivery of mail **within 7 days of notification** by following the Grievance
- 13. Inmates may send mail to inmates in other jails and correctional facilities, subject to their guidelines for mail delivery/content. Portage County Jail inmates may not send mail to one another within the Portage County Jail, nor to Portage County inmates housed in other jails.
- 14. Serious or repeated violations of the rules governing mail may result in an inmate’s mail being limited to legal and essential business correspondence. Use of the mail in a manner that violates the law will result in criminal prosecution, in addition to restrictions imposed by the Jail. Inmates have the right to appeal any mail restrictions to the Sergeant or Captain.

Mail should be addressed as follows... *Inmate’s Name*  
**Portage County Jail**  
**1500 Strongs Ave.**  
**Stevens Point, WI 54481**

Telephones

**ALL TELEPHONE CALLS ARE RECORDED AND MONITORED**

**JAIL STAFF DO NOT DELIVER MESSAGES TO INMATES  
UNLESS IT IS A GENUINE EMERGENCY**

Inmates at the Portage County Jail have access to telephones, subject to reasonable restrictions. Phones are located in each cellblock’s dayroom, and a portable telephone is available to those confined in single/holding cells. All calls made from these phones must be either “collect” calls (i.e. – the person being called must accept and pay for the call) or “calling card” calls (i.e. – the inmate must have a “calling card” purchased through the Jail).

If cell and dayroom areas are clean and no other restrictions have been imposed, then telephones are available for use between the hours of 6:30am and 10:00pm subject to Jail staff’s discretion.

Abuse of telephone privileges or complaints from persons that you call may result in phone privileges being restricted. In addition to phone restrictions, nuisance calls or phone harassment may result in criminal prosecution.

**“Blocks” on Phone Numbers:** Some phone numbers have “blocks” on them to prevent incoming calls. A telephone “block” may be at the request of the person you are calling; it may be due to unpaid phone charges; or it may be a restriction the phone service provider has imposed on that person/number. A “block” to a phone line must be removed by the person/provider that placed the “block” in the first place. **Jail staff will not check to see why a phone number is blocked nor are they able to change a “block” on a phone.**

In some emergency situations an inmate may be allowed to use the Jail’s “business” phone to make a call; this is at the discretion of Jail staff. “Blocked” phone numbers remain blocked, even when called from the business phone.

**Calling Cards:** “Calling cards” are available for purchase through the Jail’s canteen system. Other “calling cards” you may have do not work with the Jail phone system. Information on “calling card” purchases (and the Canteen system) can be found in Chapter XVII.

Property

An inmate’s personal property is placed in a property bag and kept in storage. You may consent to have certain items — such as car keys, cell phone, check book, etc. — released to parties outside the Jail, subject to Jail staff’s approval.

If an inmate is released from Jail and leaves personal property in storage, he/she has 60 days to pick up this property. Stored property that is not picked up within this 60-day period is considered to be abandoned and will be disposed of. Inmates sentenced to prison may fill out a "Property Release Form" to authorize relatives/friends to pick up their personal property from the Jail.

**Allowable Clothing and Property**

- A. All underwear and socks delivered or mailed to the Jail must be **in the original package**. Underwear and socks must be white. No writing, graphics or designs are allowed on apparel.
- B. The following quantities of clothing are allowed:
  - Three (3) pair of socks
  - Three (3) pair of underwear (boxers/briefs for men; briefs for women)
  - Three (3) T-shirts
- C. Jail inmates **may not wear** the following:
 

Sleeveless shirts (only short-sleeve or long-sleeve)	Tank tops
Thermal tops	Thermal bottoms
Bras with "underwire"	Gym shorts
- D. Books or magazines devoted to — or highlighting — tattooing; street gangs; weapons; sexually-explicit or pornographic images; and racial, religious or national hatred are not allowed. Jail staff may exercise discretion and deem questionable publications as inappropriate.
- E. Inmates are permitted to have three (3) magazines and three (3) soft-cover books. This includes religious texts, legal volumes, coloring books and puzzle books.

**Meals**

Three meals are served each day at the Portage County Jail. Mealtimes listed below are approximate:

Breakfast.....6:00am      Lunch.....11:00am      Dinner.....5:00pm

**Special Diets:** Inmates who suffer from food allergies or those who do not eat certain foods for religious reasons must notify Jail staff of these dietary restrictions when booked into Jail, or as soon as reasonably possible. If a special

diet is sought for medical reasons, the Jail Medical Staff will evaluate your request and the related condition to determine what dietary modifications are necessary. When mealtimes are over, **dishes must be stacked on a dayroom table and not left on the floor.**

**Money**

In compliance with WI Statute 303.08(3), inmates who have money and/or income must keep these funds in a trust account overseen by the Jail. Funds may be received through the mail in the form of cash, check or money order. Money may also be deposited in an inmate account — **anytime** — using the "Stellar Teller", an automated accounts system located in the Jail hallway. The Stellar Teller accepts both cash and credit card deposits.

**If deposits are made directly to the Stellar Teller:**

**THERE IS A \$2.00 FEE FOR MAKING CASH DEPOSITS.**

**THERE IS 10% FEE ON CREDIT CARD DEPOSITS  
(\$1.00 for every \$10.00 that is deposited).**

Jail accounts are managed through Stellar Services and every inmate is assigned an account number. When booked into jail, any funds in the inmate's possession are deposited to this account and the inmate will receive a receipt. The receipt has a **Person Identification Number** located on the upper left-hand corner by the inmate's name. The Person Identification Number is a unique number — like a bank account number — that is necessary when ordering canteen or indigent supplies through Stellar Services. Inmates should remember or write down their Person Identification Number.

Inmate accounts are used to pay Jail fees; pay approved personal expenses (such as rent and utilities); purchase canteen items; and pay for medical services or medications. Inmates who require medical services or medications are responsible for these costs, which are charged to their jail account.

If there are no funds in an inmate's account to cover their fees and medical expenses, the account develops a **negative balance**. Should your account develop a negative balance, any money deposited in your account will be used to repay the amount due. If you are released from Jail with a negative balance in your account, you remain responsible for paying this debt and must make arrangements to do so. A negative balance does not "go away". If you are returned to Jail, any funds you have or that you receive may be applied toward the existing negative balance.

Inmates are not permitted to deposit money into another inmate's account, nor are they allowed to receive money from another inmate's account.

"Huber" inmates (i.e. - work/school release) returning to the Jail will deposit any money in their possession into their jail account using the "Stellar Teller".

### Court

**Bond or Required Court Appearance:** After being booked into Jail, some inmates don't have the money to post bail in order to be released. Other inmates may not have the *option* of posting bail because they are charged with crimes or held under legal circumstances that require a Court appearance.

Inmates held under the above circumstances must appear at a Bond Hearing, which will take place on the first "business day" following their initial confinement (no weekend or holiday Court appearances). The Court may delay a Bond Hearing for good cause. These hearings are conducted by means of a video system that links the courtroom to the Jail. Inmates "appear" before the judge on video and, likewise, inmates are able to view and hear Court proceedings by means of this system.

If an inmate is able to fulfill all conditions of the bond (or other requirements for release), Jail staff will begin processing the inmate for release **as quickly as possible**. Be patient. Jail staff may be busy with other activities.

**Hold for Other Agency:** An inmate might meet the conditions for release on a specific legal charge, but another agency or jurisdiction then requests that he/she continue to be held in Jail because of a different legal matter. The inmate must remain in Jail until the requesting agency picks him/her up or, in some instances, "drops" the request to keep them confined.

**Escorts and Restraints:** An inmate who must appear in court will be escorted by Sheriff's Deputies or Jail staff. Use of restraints is required while being escorted. Restraints may include handcuffs, belly-chains and leg shackles; handcuffs may be applied either in front or back. Inmates who pose a high risk of becoming disruptive or who may be a threat to the safety of others may be required to wear an electronic stun belt. Some movement of inmates in the Jail (e.g. – transport to other counties) may also require the application of restraints.

Inmates ordinarily wear their orange or blue jail uniform to court appearances, however personal clothing may be worn for a jury trial. The Jail does not provide personal clothing for jury trials. If you have concerns about your appearance for your jury trial, you should make arrangements with family, friends or your attorney to obtain suitable clothing.

**Payment of Bonds:** If an inmate is granted a cash bond by the court and is able to post the bond amount, Jail staff can receipt the bond payment. If someone outside the Jail is posting the bond, they can do this at the Clerk of Courts on Monday through Friday, 8:00am to 4:00pm. Persons wishing to post a bond outside of those days and hours may use the "Stellar Teller", an automated system for accessing inmate accounts (located in the hallway outside the Jail). The system accepts both cash and credit cards. A \$2.00 fee is charged for cash deposits and a 10% fee is applied for credit card transactions. See the "Money" section of the rules booklet for additional information.

### Spiritual Guidance and Religious Services

Meetings with clergy and/or religious services are available on Friday evenings.

Members of the clergy may visit inmates with prior authorization. An inmate requesting a visit must contact the clergy member, and it is the clergy's responsibility to contact the Jail in advance to set up a visitation time.

### Medical Services

A Nurse Practitioner and Nurse both maintain scheduled hours at the Jail to address inmates' basic medical and health needs, and also to approve and prescribe medications that are necessary. If essential medical treatment is unavailable in the Jail, these services may be sought from an "outside" provider. Preexisting medical conditions that have been ignored or left untreated do not automatically become an "emergency" after one has been confined.

Inmates in need of medical services must fill out an "Inmate Request" slip to see the Nurse Practitioner or Nurse. The Nurse Practitioner comes to the Jail on Tuesdays and Thursdays. The Medication Nurse comes on Monday, Tuesday, Wednesday, Thursday and Friday.

**Do not set up your own medical or dental appointments with "outside" providers.** Jail Medical Staff will evaluate your condition and the need for you to see a doctor, dentist or specialist. If your condition requires medical services that can be provided only outside the Jail, then Medical Staff will set up the appointment.

**Inmate Co-Payment:** Inmates wanting a consultation with the Nurse Practitioner or Medication Nurse are responsible for a co-payment to cover this service. There is a \$10.00 co-payment to see the Nurse Practitioner and a \$5.00 co-payment to see the Nurse. These fees are deducted from your inmate account.

**Inmates Pay for Medications and Treatment:** Inmates are financially responsible for their own medical and dental care. Any non-prescription medications, prescription medications, medical devices or medical/dental treatment from providers outside the Jail are paid for by the inmate. The cost of medications and services is deducted from the inmate’s jail account or, if he/she has no money, their account develops a **negative balance** (see “Money” section).

**Over-the-Counter Medications (Not Prescription):** “Acetaminophen” (pain-reliever and fever reducer) and “Calcium Carbonate” (antacid) are available at a cost of \$1.00 per dose. Inmates may receive a maximum of eight (8) doses without Medical Staff review. A consultation with Medical Staff is required before additional non-prescription medications are dispensed. If a medical problem requires a non-prescription medication not ordinarily available at the Jail, Medical Staff will obtain it and the inmate will be charged accordingly (either \$1.00 per dose or, for more expensive medications, the entire cost). You may ask for the pain relievers or antacids (named above) at 9:00am and 9:00pm when the need arises.

**Prescription Medications:** All prescription drugs are reviewed and approved by Jail Medical Staff. The following prescription medications **are not delivered** in the Jail:

- A. Controlled substances (drugs regulated by the Controlled Substances Act)
- B. Muscle relaxants
- C. Sleeping pills
- D. Opiate-based medications (“opioids”)

If an inmate’s medical condition requires a prescription medication and the inmate has no other means to obtain the prescription, then Jail Medical Staff will have the prescription filled. Prescription costs are deducted from the inmate’s jail account or, if he/she has no funds, the account develops a negative balance. As with other medications and medical services, the inmate remains responsible for the amount owed.

**Medication Delivery Times:** Prescribed medications are delivered at approximately 9:00am and 9:00pm.

**Medications Taken Outside of the Jail:** Inmates with conditional release privileges — who are not *in* Jail at the specified delivery times — must ask for their medications before they leave. It is the inmate’s responsibility to remind the releasing Jail Officer that he/she has medications. The medications are picked up at the service window outside the Jail secure doors. Inmates who decline their medications must explain to Jail Staff *why* the medication is being refused; this will be documented.

**Medication Delivery Procedure:** When medications are delivered, each inmate receiving them should get a clear, plastic cup of water to aid in swallowing. Jail Staff will verify that the medication was swallowed. Any attempt to conceal or “cheek” a medication, or efforts to mislead Jail Staff with regard to medication use are **major violations** of Jail Rules. Inmates will not share any prescribed or over-the-counter medication with another inmate. “Sharing” prescribed medications is a violation of law (Delivery of a Controlled Substance) and will be prosecuted. If the person wrongly given the medications is harmed or hospitalized, the inmate who provided the medications is legally and financially responsible.

**INMATES WILL NOT INTERRUPT MEDICATION DELIVERY NOR DISTRACT JAIL STAFF FROM THIS TASK. ANY QUESTIONS YOU HAVE REGARDING A MEDICATION MUST WAIT UNTIL THE JAIL OFFICER IS PREPARING TO DELIVER YOUR MEDICATION. QUESTIONS ABOUT ANYTHING ELSE MUST BE ADDRESSED TO ANOTHER JAIL OFFICER WHEN HE/SHE COMES AROUND.**

**Mental Health Services:** If an inmate experiences a mental health “crisis” or otherwise wishes to speak to a mental health professional, he/she should alert Jail Staff or the Jail Social Worker to their problem. Contact with a counselor or other professional will be arranged as necessary.

**Classification**

“Classification” refers to the process for determining an inmate’s appropriate housing and security level. It is based upon one’s previous criminal convictions, current charges, past behavior in confinement (if applicable) and current behavior. Classification levels are as follows:

- 1 – 2..... MAXIMUM Security Risk
- 3 – 4 – 5..... MEDIUM Security Risk
- 6 – 7 – 8..... MINIMUM Security Risk

Privileges and housing assignments are based upon Classification level. Inmates are generally classified within three (3) days of being booked into the Jail. Classification is reviewed every 30 days to determine whether the current Classification is appropriate. Additionally, if an inmate violates Jail Rules, their Classification is reviewed to determine whether he/she should be reclassified at a higher security level. Inmates may appeal their Classification or Reclassification level by filling out an “Inmate Request Form” and directing it to the Jail Sergeant or Jail Captain. These appeals may require up to seven (7) business days.

Inmate Grievances

A grievance process is available to all inmates of the Portage County Jail, and a grievance may be properly filed without fear of retaliation. Inmates must first attempt to resolve a grievance on an informal basis with the Jail Staff or Corporal. If an informal resolution can not be reached, then a formal grievance may be filed by use of a "Request Form"; these forms are available to all housing units. Describe the situation and nature of the grievance as completely as possible, and submit the form to Jail Staff. It will be forwarded to the Jail Sergeant for review. The Jail Sergeant will determine whether the grievance has merit, what steps (if any) will be taken, and respond to the inmate. If the inmate is not satisfied with the decision, then he/she may file an "appeal" with the Jail Captain. The Captain will further review the matter, make a determination, and respond to the inmate. Group grievances or grievances submitted on behalf of *other* inmates are not permitted. Grievances or appeals containing threats, profanity or provocative language are not accepted; these are discarded. Abuse of the grievance process or employing it to create a nuisance will not be tolerated.

- A. A grievance must be filed within seven (7) calendar days of the occurrence.
- B. The grievance will address only one issue.
- C. Unsigned grievances are not accepted.
- D. The grievance must address a matter in which the inmate is personally affected in one of the following ways: health, safety/welfare, disciplinary procedure, facility operation or availability of services.
- E. The grievance must pertain to a rule or procedure; its misuse or overuse; or alleged misconduct by a Jail Officer in the administration of such rules.
- F. If a grievance is not considered because it was filed improperly, another grievance may be submitted using the proper grievance procedure.
- G. Properly submitted grievances will be investigated and a response to the grievance will be given within fourteen (14) calendar days.
- H. If a grievance is denied, an appeal may be filed with the Jail Captain within seven (7) days after the denial was received.
- I. If a grievance is appealed and a response is not received within seven (7) days of filing the appeal, the appeal is considered to be *denied*.

- J. If an inmate is released while their grievance is being processed, he/she will have seven (7) days to request a written response to the grievance. If no request for a written response is made, the grievance is considered resolved.
- K. Inmates who need assistance in submitting a grievance or understanding the process should speak to a Jail Officer. If the inmate is reluctant to discuss the grievance with an Officer, he/she may ask to speak to a Corporal or Sergeant.

Indigent Supplies, Canteen Orders and Calling Cards

Stellar Services is the provider for indigent supplies (soap, shampoo, toothbrush, etc.), telephone calling cards and canteen items. Dial "222" from a dayroom phone to access accounts or place orders.

Inmates wishing to order canteen or supplies must do so **BY MONDAY NIGHT at "lights out" (10:00pm)**. Canteen and indigent supplies are delivered to the Jail on Wednesday of that week; calling cards are delivered on Sunday.

The maximum dollar amount for canteen orders is \$40.00. An inmate who has no money in their Jail account may place an order with Stellar Services **as long as funds to pay for the order are deposited before Tuesday morning when the order is finalized.**

If an inmate's account has a *zero* balance or a negative balance for at least six (6) days, Stellar will allow the inmate to order a "hygiene kit" (soap, shampoo, toothbrush, etc.) and charge it to their account.

If an inmate places a canteen/supply order, but is then released from Jail before the order is delivered, the inmate has ten (10) days to pick up the order at the Jail. Orders not picked up within ten days are considered to be discarded and will be disposed of or donated.

JAIL SCHEDULE

Times are approximate:

<b>6:00am</b> ...Cells open, breakfast	<b>5:30pm</b> ...Tray pickup
<b>6:30am</b> ...Tray pickup, cleaning, showers	<b>9:00pm</b> ...Medication
<b>9:00am</b> ...Medication	<b>10:00pm</b> ..Mail/requests pickup
<b>11:00am</b> ...Lunch	<b>10:00pm</b> ...Lockdown (until 6:00am)
<b>11:30am</b> ...Tray pickup	<b>12 Mid</b> ...TV off
<b>5:00pm</b> ...Supper	

**WEEKLY LAUNDRY SCHEDULE**

Saturday.....	Uniforms
Monday.....	Personal clothing
Tuesday.....	Huber work clothes; sheets & towels
Wednesday.....	Uniforms
Thursday.....	Huber work clothes
Friday.....	Personal clothing & towels

**HUBER INMATE RULES AND REGULATIONS**

Work release (“Huber”) privileges are granted at the discretion of the Jail Captain or their designee. The Courts may order that a sentenced individual be considered for work release, but the Portage County Sheriff makes the final determination whether an inmate is appropriate for work release. The Portage County Sheriff encourages inmates to work, but work release comes with conditions and requirements. Failure to abide by these conditions/requirements may lead to **the loss of work release privileges.**

1. **Time Needed to Review Work Schedule:** Jail Staff require sufficient time to review and verify a work release schedule. To ensure you are released for work, you must submit your signed Huber Work Agreement and any special requests pertaining to work — including extended hours — to the Jail one week before reporting to serve your sentence.
2. **Motor Vehicle:** Inmates who will be operating a motor vehicle while on Huber must have a valid driver's license and insurance. The driver's license and proof of insurance must be brought to the Jail one week before reporting to serve your sentence.
3. **Only Full-Time Employment:** The inmate must hold a full-time job. Part-time jobs and multiple jobs are not allowed. Huber inmates must verify their employment by providing Jail Staff with a current pay stub.
4. **Detailed Work Schedule:** Inmates must submit to Jail Staff a detailed work schedule from the employer that covers their following work week. These schedules must include work site, day, date, time, name of supervisor and phone number of the supervisor. No inmate will be released for work unless such a schedule is on file and approved by the staff.
5. **Maximum Six-Day Work Week:** Huber inmates are not allowed to work more than six (6) days in a row; they must remain in jail on the 7th day. A work week is considered to run from Sunday to Saturday.

6. **Remain Confined on Holidays:** Inmates will remain in Jail on legal holidays unless prior approval to work on the holiday has been sought. A request to work on a holiday must be made on the “Holiday Work Request Form”, and it must be submitted at least three (3) days prior to the holiday being worked. The following are considered legal holidays:

News Year Day	Thanksgiving Day
Easter Sunday	Christmas Eve
Memorial Day	Christmas Day
Fourth of July	News Years Eve
Labor Day	

7. **Eight-Hour Workday:** Inmates are allowed to work a normal 8-hour day. If an inmate's work schedule requires more than an 8-hour day, the inmate must submit a written request to Jail Staff outlining the reason(s) for the extended hours. The inmate must also obtain a letter of explanation from the employer that describes the need for additional work hours. Inmates are never permitted to be out on work release for longer than 12 hours, including travel time.
8. **Work Schedule Is Current:** Employers must notify the Jail, in writing, of any changes made to the work schedule of an inmate they employ. It is the *inmate* who faces consequences for an inaccurate or incomplete work schedule (he/she is not released for work), so it remains their responsibility to ensure their employer is providing correct information.
9. **Job Search:** An unemployed inmate may be granted the opportunity to find work. He/she should fill out the “Job Search Form” and submit it to Jail Staff, who will arrange for access to the internet and job search websites. Work searches are permitted on Fridays in the Jail library when it is available. A “Job Search Form” must be submitted at least two days in advance.
10. **No Alcohol Served:** Inmates may not seek new employment at establishments where alcohol is served on the premises.
11. **Pay Huber Fees in Advance:** Huber fees are \$17.00 a day. Huber fees for the following week of work must be paid in advance. Thus, a positive balance of \$119.00 must be maintained in your Jail account (7 days x \$17 = \$119) so this sum can be automatically deducted from the account on Sunday. If your account has less than this sum, you will not be permitted to go to work nor leave Jail for appointments.

12. As required by Wisconsin law, all of an inmate's money and earnings are maintained in a Huber account. An inmate who is certain funds will be deposited in his/her account may order canteen items, but these purchases will not be delivered if there are insufficient funds in the account.
13. **Release Time and Transportation:** Inmates are released from Jail with sufficient time to get to work. Releases take place every 30 minutes (on the hour and the half-hour). The inmate's means of getting to and from work must be approved.
14. **No "Stops" or "Side Trips":** Inmates are not allowed to make any unauthorized stops for business or personal reasons while on Huber release. This means one must travel to work/school/appointments by the most direct route, then return directly to Jail. Going anywhere other than the approved destination is not allowed, unless prior approval is given from Jail Staff.
15. **One Release/Return Each Day:** Inmates should make every effort to schedule outside appointments during the time that he/she is released for work. For example, appointments with a doctor, counselor or probation agent should be scheduled shortly *before* or *after* work hours. **All appointments must be pre-approved by Jail Staff; medical appointments are approved in consultation with Jail Medical Staff.**
16. **Cell Cleanliness:** An inmate's bed must be made and their cell must be neat and orderly before he/she is released for work.
17. **Restricted to Portage County:** Inmates are not allowed to leave the boundaries of Portage County without prior approval.
18. **No Socialization:** Huber inmates are not allowed to meet with, eat with or socialize with family or friends while on Huber release.
19. **No Alcohol or Drugs:** Alcohol may not be consumed at any time. An inmate may not consume  nor have in their possession  any drugs unless they were prescribed to him/her by a physician and were previously approved by Jail Medical Staff.
20. **Alcohol/Drug Test:** An inmate suspected of using alcohol or drugs may be required to provide a breath or urine sample upon returning to the Jail. An inmate's refusal to take an alcohol/drug test is considered to be an admission that alcohol or unapproved drugs were consumed; this results in the loss of all Huber privileges.

21. **Search of Person:** Inmates are searched when returning from work, school or appointments. All civilian clothing – including undergarments – must be removed in the presence of Jail Staff and left in a locker. Only a jail uniform and approved underwear may be worn into a cell block. An inmate suspected of possessing contraband may be searched more thoroughly.
22. **Prohibited Items:** Tobacco, tobacco products, lighters, matches, any type of weapon, cell phones, money, medications, and any illegal substance or item may not be brought into the Jail nor stored in an assigned locker. Work tools must be left at work or stored in one's vehicle. Any prohibited or illegal items that are discovered may be confiscated and disposed of, or kept as evidence.
23. **Violations of Law:** An inmate on work/school release who is charged with a new offense, including traffic offenses, is considered to be in violation of the Huber Inmate Rules and their privileges are subject to revocation.
24. **Property Storage/Locker:** Huber inmates are assigned a lock and a locker in which to keep their property secured. The inmate is responsible for keeping their civilian clothes and property secured in this locker. The locker may be searched at any time by Jail Staff.
25. **Personal Clothing:** Acceptable personal clothing may be dropped off for an inmate prior to a scheduled visit, or with prior approval of Jail Staff. Civilian clothing is not permitted in the cell blocks. Underwear and socks (white only) must be in their original packages.
26. **Work Clothes and Laundering:** Huber inmates may bring into the Jail three (3) pairs of pants, two (2) T-shirts, one (1) pair of shoes/boots and one (1) coat. These "work" clothes must be brought in at one time so they may be searched and inventoried, and they must be kept in an assigned Huber locker. This clothing may not be "swapped" or "exchanged" unless it becomes worn out or the change-of-seasons requires heavier/lighter clothing. Personal clothing is laundered twice a week (or more often, as required).
27. **Meals Outside the Jail:** A Huber inmate who is not in the Jail at meal time is provided with a bag lunch (one bag lunch for each meal missed). This bag lunch must be picked up when the inmate *leaves* the Jail; a bag lunch will not be provided when the inmate *returns* to the Jail. Only meals provided by the Jail Kitchen or by the employer at the worksite are allowed. A Huber inmate is not allowed to leave the worksite for any reason unless he/she has received prior approval.

28. All requests concerning Huber employment, schedules, hours, etc. must be made in writing on an Inmate Request Form and submitted to Jail Staff.
29. Huber inmates who attend educational programs or classes must sign the *Authorization for Disclosure* form or *Release of Records* form from their school or educational provider to enable the Jail to check on attendance, whereabouts, completion of studies, etc.
30. Inmates are not allowed to use the internet for personal e-mails, social networking or non-educational purposes while attending school programs.
31. Inmates who are prescribed medications have the responsibility to request their medication dosages when they are released for work, school or appointments, and to pick them up at the service window outside the secure Jail doors.
32. An inmate's personal clothing, hygiene products, reading materials and other property kept in their cell must remain in the cell block; it may not be moved to a Huber locker. Inmates are allowed to do school work when time and space are available in the library, visiting booth, and/or conference room. An inmate may not bring anything from outside the Jail back into their cell block.
33. Inmates must follow the rules of the Portage County Jail whenever out of the facility for employment, educational programs, appointments or community service. Rule violations may result in disciplinary action, loss of privileges, legal charges and/or loss of Huber privileges.

### TRUSTEE RULES AND EXPECTATIONS

1. Jail Staff may, at their discretion, ask for a trustee to assist in cleaning or other work assignments whenever the need arises.
2. Trustees may not leave their assigned work area without permission.
3. Trustees may not talk to other inmates, except those inmates performing trustee work assignments.
4. Trustees are not to give anything or accept anything from other inmates unless directed to do so by Jail Staff
5. There is no "idle" time. When assigned work is completed, a trustee should seek additional work from Jail Staff or ask to be returned to their cell block.

6. ANY item that a trustee finds in the course of their cleaning or work assignments — including money, notes, keys, screws, pills, jewelry **or other misplaced items** — must be turned over to Jail Staff immediately. This includes any items found in the course of doing laundry.
7. Trustees are responsible for having their work hours documented by Jail Staff when leaving and returning to their cell block.
8. When Jail Staff are booking a new inmate into Jail or dealing with an uncooperative person in the booking area or hallway, trustees are to remain in their assigned area and clear of the situation until it is resolved.
9. Trustees may not enter any office in the Jail nor walk behind the booking counter unless Jail Staff is present and authorizes their entry.
10. It does not usually require two trustees to wash clothes, however Jail Staff may assign a second trustee to this task if there is excessive laundry.
11. There is no *senior* trustee or *head* trustee. An experienced trustee may share their knowledge of a task with a less experienced trustee, but no trustee provides "supervision" to another. Jail Staff direct work assignments and provide supervision.
12. Trustees will not take soap, shampoo, cups, food items, magazines **or anything else** for themselves or another inmate. A trustee must ask Jail Staff if he/she needs something.
13. Trustees may not "pick and choose" their work assignments. If an inmate wishes to do trustee work, he/she is expected to perform all assigned tasks. For example, a trustee who shows willingness to wash dishes, but declines to wash laundry, will probably not be asked again to work as a trustee.
14. Food may not be taken out of the kitchen or back to the cell block.
15. Failure to follow the above rules or other Jail Rules will result in loss of trustee assignments and possible loss of trustee hours already worked.