

Ozaukee County Jail Inmate Rules & Information



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MANAGEMENT

THE OZAUKEE COUNTY JAIL IS MANAGED AND CONTROLLED BY THE SHERIFF OF OZAUKEE COUNTY AND HIS STAFF. YOU MUST OBEY ALL RULES, INSTRUCTIONS FROM THE STAFF, AND ALL POSTED INSTRUCTIONS.

LAW CONTROLLING CONDUCT

THESE RULES AND REGULATIONS APPLY TO ALL INMATES. FEDERAL LAWS, STATE LAWS AND COUNTY ORDINANCES WILL BE ENFORCED IN THE OZAUKEE COUNTY JAIL.

BEHAVIOR / CONDUCT

Appropriate conduct and behavior by inmates is necessary to ensure the smooth operation of a jail facility and to protect the safety and rights of the inmates and staff.

Ignorance of the rules contained within this booklet will not be considered an adequate excuse for an infraction of the jail rules. If you have a question about a jail rule, ask a staff member.

ADMISSIONS

The booking officer is going to ask you questions and it is expected that you will give the information that is requested. If the booking officer is unable to get the proper information, or the information is incorrect, you can be charged with *obstruction* and you will not be released until the proper information is obtained. The phone will not be made available until the booking procedure has been completed.

At the time of booking, your personal property will be taken from you. You will be asked for information about your medical background. Failure to provide jail staff with accurate and complete information may result in a lack of, or inappropriate medical treatment. It is your obligation to notify the jail staff of any medical problems that you may have.

JAIL RULES AND REGULATIONS

The following prohibited acts will not be allowed, including, but not limited to:

1. Refusing to obey posted instructions or any order from a staff member.
2. Violation of any Wisconsin State Statute or Ozaukee County Ordinance.
3. Disruptive conduct. This includes: shouting, yelling, singing, pounding, banging, etc, anywhere within the jail. Talking during lockdown is considered disruptive conduct.
4. Smoking or the introduction of any tobacco products or smoking materials into the jail.
5. Possession of contraband (any item not approved by the jail staff). This includes extra linen and jail issued uniforms.
6. Loitering on stairwells or in front of control room.
7. Moving beyond any red lines on the floor at the booking desk and control room areas. Inmates are to remain behind these lines.
8. Closing the window cover on any occupied cell.
9. Communicate or attempt to communicate with any inmate from another housing unit or lockdown area.
10. Having linen, pillow or mattress in the dayroom. All bedding will remain on your bed. A blanket may be used as a prayer rug (cannot be left on the floor). Beds must be made when not in them.
11. Removing the mattress from any bed; having more than one mattress on your bed without authorization.
12. Gambling or possession of gambling paraphernalia.
13. Refusing to work or accept a program assignment.

14. Indecent exposure or display of nude pictures.
15. Giving or receiving money or anything of value from another inmate. Any items transferred in this manner will be confiscated and disposed of as contraband.

OFFENSES POSING A THREAT TO JAIL SECURITY

16. Encouraging others to riot, or participate in a disturbance.
17. Any type of gang membership, activity or display of gang signs.
18. Covering any vent, light, window or doorway, or affixing anything to any part of a cell. Towels, bedding and/or uniforms are not to hang off of the bed and thus obstruct the view of staff members or cause your cell / bunk to be too dark to be seen.
19. Unauthorized use, misuse and/or abuse of jail equipment, issued hygiene or stationary items.
20. Tampering with or blocking any locking device.
21. Closing your cell door or that of another without permission of staff. (You may secure your door if you are leaving the tier) If not secured, your door must be fully opened. Obstructing in any way staff's view of other inmates or the living unit.
22. Entering any office, control area or any other unauthorized area without permission, and under staff supervision.

OFFENSES AGAINST HEALTH OR SAFETY

23. Having personal property in excess of one large paper bag. In a dorm, all items must fit within the bunk drawer or it will be confiscated and disposed of as contraband. Any items left in dayroom/common areas may be disposed of.
24. Being unsanitary or untidy.

25. Storing any perishable food (which is not sold through commissary) in your cell. Meal items must be consumed within 2 hours of time they are served.
26. Fermenting alcoholic beverages.
27. Plugging any sink, shower or toilet. Using the toilet for a wastebasket (for food, paper, etc,).
28. Entering any cell or sitting/lying on any bed not assigned to you, or allowing another inmate to enter your room or sit/lay on your bed. Inmates assigned to a dorm will remain in his/her bunk after lockdown. The only exception would be to use the restroom.
29. Throwing any object through the air or over the balcony.
30. Running or jogging in the tiers.
31. Tattooing your body or that of another inmate.
32. Faking an injury or illness.
33. Sitting, standing or lying on any table. Trash containers are for storing of garbage only. No sitting, standing on, or removing the bag liner for any reason. They are not to be used as wash basins.
34. Misuse of authorized medication. Misuse of authorized medication will result in progressive discipline as well as the possible discontinuation of medication by the medical staff.
35. Not wearing jail-issued uniform. (Unaltered orange T-shirts may be worn in day rooms and recreation.) Uniform must be size appropriate.

OFFENSES AGAINST PERSONS

36. Using profanities or obscenities, or sexual harrasment toward the staff, visitors or any other inmates. This includes using profanities on kiosks and educational tablets. Disrespectful or threatening behavior towards any staff member.

37. Assaulting any person (including sexual assault), fighting with or threatening another with bodily harm.
38. Engaging in coerced sexual contact, making sexual threats, and advances or other such attempts toward another. The use of racial or ethnic slurs are prohibited.
39. Using the phone, email or mail to harass or threaten another.

OFFENSES AGAINST PROPERTY

40. Extortion, blackmail, or protection. Demanding or receiving anything of value in return for protection against others to avoid bodily harm or under the threat of informing.
41. Destroying, altering or damaging jail property or property of others. This includes items purchased from commissary.
42. Stealing (theft of another's property).

OFFENSES IMPEDING THE ADMINISTRATION OF JUSTICE

43. Lying or providing false information to a staff member.
44. Giving or offering an official or staff member a bribe (or anything of value).
45. Obstructing any investigation by any law enforcement official (administrative or criminal).

HOUSING PLACEMENT

Your living unit assignment is determined by the outcome of your classification at the time of booking. Reclassifications are done from time to time and you may be moved based on the outcome of the reclass. Inmate placement or movement among living units will be determined by Jail Staff, not at the inmate's request.

VIOLATION OF JAIL RULES

If a prisoner violates a jail rule or regulation, a deputy will make a written report of the incident. If the violation is minor, you may

receive a verbal warning, a written warning (citation) or loss of privileges to include canteen, telephone use, visitation, recreation or disciplinary action of up to 24 hours. Destroying, altering or damaging jail property or the property of others, as well as theft of property may result in restitution for that property.

DUE PROCESS HEARING

More serious violations, as well as multiple or repeat offenses will result in a Conduct Report being filed. You will be advised of the charges and given the opportunity for a disciplinary hearing in front of an impartial Supervisor. You also have the option to waive the hearing for immediate disposition, if you so desire.

On a date specified, a due process hearing will be conducted. At the hearing, the inmate will be entitled to question material witnesses. You do not have the right to legal counsel during this administrative procedure, but you may have a staff member represent you at the hearing.

If you are found in violation of the jail rules, you have the right to appeal any decision for disciplinary action in writing to the Jail Administrator within 24 hours of the hearing.

Discipline may consist of, but is not limited to:

- 1) Isolation
- 2) Loss of good time
- 3) Loss of privileges
- 4) Restitution
- 5) Verbal warning
- 6) Written reprimand
- 7) For Huber's, Loss of up to 5 days work per violation.

CRIMINAL VIOLATIONS

Any state misdemeanor or felony violations will be documented by a criminal complaint and a request for charges will be forwarded to the District Attorney's office. This would include violations such as Battery, Criminal Damage to Property, Sexual Assault, Possession and/or Distribution of Controlled Substance or any other crimes

covered in the Wisconsin State Statutes. Conviction on any of these charges may result in forfeiture and /or additional jail time.

You may also be charged for rules violations in addition to the criminal charges and will be subject to administrative disciplinary action, if found in violation.

INMATE COMPLAINTS

At times during your incarceration you may have a basis for a complaint that deals with personal health and welfare, operations, and services of the facility. When this is the case, you are encouraged to resolve the problem informally with the duty deputy whenever possible. If this cannot be accomplished, a written complaint or "Grievance Form" should be completed and turned over to the duty deputy to be forward to the shift supervisor for review and comment. Only one inmate will be recognized per grievance form. Grievances are not meant to dispute jail rules within the facility. Sexual abuse or sexual harassment shall not be reported on a Grievance Form.

A report will be made to the Jail Administrator within four days of receiving the grievance form. You will be notified of any resolution to your stated problem.

INMATE FEES

Section 2.11 of the Ozaukee County Code of Ordinances provides that persons confined to the Ozaukee County Jail may be charged for the expenses incurred by the County for their incarceration. Any inmate sentenced to County Jail time in the Ozaukee County will be charged a fee of \$12.50 per day that the inmate is confined in the jail. This includes any pretrial time spend in the jail. Sentenced inmates who have Huber privileges are exempt from this fee if they are actively using their Huber. You will need to complete a financial disclosure statement at the time of booking. Your Inmate/Canteen Trust Fund will be used to bill and collect the daily fee. 50% of any monies you receive will be used to pay for your fees and 50% will be available for Commissary purposes.

CANTEEN

Commissary is offered once a week. It is ordered through the telephone system or kiosk. Instruction sheets, telephone numbers and menus are posted in each living unit. You can order anytime the telephone or kiosk service is on in your living unit. Your commissary order must be placed by Tuesday evening at 10:30pm for delivery on Saturday or Sunday. You can also order a snack pack from commissary. Snack pack orders must be ordered by 10:30pm on Monday for deliveries on Tuesday. You must have money on your account for a commissary order to be processed. You will not be reimbursed for mistakes you make in ordering. You should examine your order in the presence of the issuing jail deputy. Your signing of the canteen receipt acknowledges your acceptance of the order. If you are released after placing an order, but before receiving it, you will not be reimbursed. You will need to make arrangements with jail staff to pick up your commissary order. Commissary items will be kept by the jail for one week after it is received. After one week it will be disposed of as abandoned property.

INDIGENCE

If you are without funds, certain items will be available for ordering but still charged to your Inmate/Canteen Trust Fund Account. A maximum of two (2) Pre-stamped mailing envelopes can be ordered weekly. A maximum of one (1) paper, pencil, and razor can be ordered every thirty (30) days. May order a limited amount of OTC (over-the-counter) medications as needed or determined by Sheriff's Office staff.

If money is placed into your account, items normally charged to other inmates that were allowed to be negative billed, will be deducted at that time. Additional razors will be issued only if you have a scheduled court appearance.

Free photocopies will not be made for any reason.

MONEY DEPOSITS

The Jail Main Lobby window will only accept money for the following transactions: Bonds or Bail, Huber Fees and Warrants. If you wish to have monies placed onto your account, you have the following options:

1. Cash or Credit Card deposits can be made to the Stellar Teller located in the Jail Lobby.
2. Checks or Money Orders shall be mailed to:

**Business Office
Ozaukee County Sheriff's Office
1201 S. Spring St - PO Box 245
Port Washington, WI. 53074-0245**

All money received for State DOC inmates is first sent back to the State for processing prior to the funds being deposited into the inmates account. This will result in an approximately a two-week delay with funds availability.

MONEY WITHDRAWALS

Any inmate wishing to release money from his/her account must fill out an "Authorization for Release of Funds" form. The bookkeeper will mail a check for you (if you provide a fully addressed and stamped envelope) or the payee may pick up the check at the jail lobby window with proper identification.

If you do not have enough funds in your account at the time the bookkeeper receives the request, the form will be returned to you with an explanation.

Any request for a money release should be turned in no later than Thursday at noon, if needed for the weekend.

There will be no transfer of funds between inmates.

RELEASE OF PROPERTY

Once you have been moved from a holding cell to general population, your property is secured and no officer will have access to it until your release from custody. In special situations a jail supervisor may approve the release of a specific item if you can demonstrate the need for that release in writing. A jail sergeant will review the request for disposition. No property will be released after 72 hours in custody, including the retrieval of phone numbers from a cell phone. If you are in custody on a Probation hold, the Jail will need authorization of your probation agent to release property.

ATTORNEYS

You are permitted an initial telephone call as soon as possible **after the booking procedure is completed**. You may utilize this call to contact your attorney or any other individual you choose. If you are unable to contact your attorney at this time, you may request additional telephone call privileges after you are placed in a cell. The Public Defender visits the jail every morning, Monday through Friday. If you cannot afford an attorney of your own, you may be qualified for representation by the public defender. If you wish to see the public defender, ask a Deputy for a "**Bail Hearing and Public Defender**" form at the time of booking or fill out a request form addressed to the public defender. This will be forwarded to the public defender.

All professional visits are daily during the hours of 8:30 a.m. to 11:00 a.m., 1:00 p.m. to 4:00 p.m., and 6:00 p.m. to 9:00 p.m. Professional conference calls may be allowed if your attorney faxes in a request to the jail at least 24 hours in advance of the call.

NON-SMOKING POLICY

In compliance with Wisconsin Statute §101.123, the Sheriff has ordered that the Ozaukee County Justice Center detention facility will be a non-smoking facility. This includes all areas of the Justice Center campus.

It is the policy of the Ozaukee County Sheriff's Office that smoking or the possession of tobacco products or smoking materials (matches, lighters) is a violation of the rules and regulations of this facility.

SELECTIVE SERVICE SYSTEM

Section 3 of the Military Selective Services Act states that male U.S. citizens and male aliens residing in the United States who are between the ages of 18 and 26 are required to register in a manner prescribed by proclamation of the President. It provides that young men must register with Selective Service within 30 days of their 18th birthday.

A REGISTRATION FORM IS AVAILABLE BY REQUEST FROM THE DUTY SERGEANT.

LOCKDOWN

Lockdown is from 10:30 pm to 9:00 am, as well as any other times deemed necessary by jail staff, including but not limited to jail disturbances and maintenance issues. During this time inmates assigned to dorms must remain on their bunk, except to use the restroom. Talking, shouting, yelling, singing, pounding, banging, etc, is prohibited during lockdown.

USE OF THE RECREATION ROOM

Use of the recreation room is normally offered three times weekly to each tier, in compliance with the recreation schedule. The recreation period is generally one hour in duration.

When you are allowed out to recreation, you will walk directly to and from the "all-purpose room or outdoor rec. area" without causing a disturbance or attempting to make contact with any inmates from another living unit. You are not allowed to take anything with you including food or drink into the recreation area. Any item found on your person will be disposed of. Jail issue shirts/uniforms will be worn at all times.

Only books may be withdrawn from and returned to the recreation area.

Excessive noise or misuse of any equipment may result in the loss of your recreation privilege. When your recreation period has concluded, place the chairs back at the tables and the books and magazines back on the shelves.

All equipment items shall be left in an orderly fashion allowing for accountability.

If you leave the recreation area for any reason (i.e.; school, visit, restroom, etc.) you will not be allowed to return.

OUTDOOR RECREATION

Use of the outdoor recreation area is available from April 1st through October 31st. Temperatures must be above 40 degrees and the pavement must be clear of snow and dry. Schedules for Outdoor Recreation use are posted in each living unit.

EXERCISE EQUIPMENT-BOW FLEX'S

1. Cables are to be detached from the power when not in use.
2. The unit is not to be moved within the living unit.
3. The unit will be used for working out only. No sitting or lounging will be allowed.
4. Items such as clothes or other items hung on unit will be disposed of as contraband.
5. Shower curtains and stairs are not to be used as pull-up bars.

VIOLATION OF THESE RULES WILL RESULT IN THE REMOVAL OF THE UNIT.

MAIL

There is no limit to the amount of mail you may send or receive. If you are indigent, the jail will furnish you with the materials to write and send two letters weekly. Any legal mailings you may have should come first. Indigent inmates needing postage for additional legal mail beyond the two letters mentioned above will need to contact a shift supervisor.

Envelopes must legibly bear **only** your name, living unit, name and address of intended correspondent and the return address of the facility as follows:

**OZAUKEE COUNTY JAIL
PO BOX 245
PORT WASHINGTON, WI 53074-0245**

Please advise people you are corresponding with to use this same exact address **ALONG WITH YOUR FULL NAME.** Failure to comply with the above may result in delay of both sending and receiving mail on a timely basis.

Incoming and outgoing mail will be inspected for security reasons. The exception is privileged mail, which includes letters to/from attorneys. Mailed deemed a security risk or containing contraband will not be delivered and may be held as evidence. Envelopes and stamps may not be mailed to inmates and will be disposed of as contraband. Incoming mail for released inmates will be returned to sender. Incoming mail shall not have glitter, sprayed perfume, lipstick, or stickers affixed to the envelope or letter. Such letters will be considered contraband and disposed of. Cards and letters should be of standard letter size. Any oversized cards will be disposed of as contraband.

Only soft-cover books or magazine subscriptions shipped directly from a publisher through the mail (.com publishers are ok) will be allowed. **Items mailed from a bookstore or private individual WILL NOT be accepted.** Any periodicals depicting criminal activity, tattooing or offensive sexual contact will be returned or destroyed at your expense.

Outgoing mail will be picked up throughout the business day, processed and delivered to the U.S. Post Office the following day, except for Saturdays, Sundays and holidays.

For security reasons, prisoners will not be allowed to correspond with each other while both parties are in the Ozaukee County Jail.

LIMITS ON PERSONAL PROPERTY

For security and fire code concerns, there is a limit to the amount of personal papers you may accumulate in your cell.

You will be limited to five (5) books, six (6) magazines, and a stack of mail no more than six inches high, and your legal paperwork, all of which must fit within a large commissary bag.

Those inmates assigned to a dorm must store all personal property in their drawers. **Any items found outside your drawer, will be disposed of as contraband.**

TELEPHONE CALLS

INCOMING TELEPHONE CALLS OR MESSAGES WILL NOT BE ACCEPTED FOR ANY INMATE.

Emergency calls may be referred to the duty jailer for screening and verification prior to notifying the inmate. **PLEASE ADVISE YOUR FAMILY OF THIS POLICY.**

One telephone call is allowed after the completion of the booking procedure. Telephones are available in all housing units of the jail and may be used anytime during non-lockdown hours.

The jail phones operate on an **OUTGOING COLLECT CALL SYSTEM ONLY.** These telephones will not accept incoming calls. Directions for placing a phone call are posted at each telephone. All non-privileged phone calls may be monitored and/or recorded.

Theft or misuse of the phone system may result in:

1. Loss of phone privileges
2. Jail disciplinary action
3. Possible criminal charges

GENERAL VISITATION

All adult inmates are allowed two (2) face to face and two (2) offsite visits per week. Offsite visits will be charged \$7.50 per visit. Visitation is scheduled by setting up an account through **ICSOLUTIONS.COM**.

You may have no more than two visitors per 30-minute visiting period. All visitors under the age of 18 must be accompanied by their parent or legal guardian. Children must be supervised while in the visitation waiting area. They cannot be left alone. All visitors must have identification with them and produce it upon request.

Visitors arriving 15 minutes after the beginning of their scheduled visitation time may not be allowed to visit.

If your visitor does not show for a scheduled visitation, you will lose the amount of time for that visitation appointment for that week.

HUBER (male) may have visitors on Sunday.

Females (all) may have visitors on Monday and Fridays.

Males (non-Hubers) may have visitors on Tuesdays, Wednesdays and Thursdays.

Video Visitation may have visitors on Saturdays and as classified above.

Video Visitation:

Ozaukee County offers The Visitor™ video visitation system, which allows friends, family members and professionals the control to schedule and conduct video visits at a time convenient for them and avoid wasting time waiting in long lines or traveling to the facility. Video visitation is an alternative to traditional face to face visits on visitation telephones through a glass partition with visitation through video kiosks and are conducted in visitation.

All adult visitors must register (at no cost) in order to participate in a video visitation session with an inmate at this facility.

VISITATION TIMES ARE AS FOLLOWS:

9:00 a.m. to 11:00 a.m.

1:00 p.m. to 3:00 p.m.

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

LINEN EXCHANGE

Full linen exchange is conducted once per week. Partial linen exchange (white t-shirt, socks and underwear) will be conducted a few days after the full exchange. All items will be turned over to the duty deputy at the time of the exchange. Any attempt by an inmate to withhold or keep more uniform or bedding items than allowed may result in disciplinary action.

Your approved jail issue is as follows: One (1) uniform top and bottom, One (1) orange T-shirt, One (1) pair of socks, One (1) pair of boxers (males) or panties (females), two (2) towels, two (2) sheets, and up to two (2) blankets. Any misuse of the second blanket may result in confiscation. A scheduled blanket exchange will be conducted once a month.

Your bed must be made at all times except when sleeping in it.

PERSONAL HYGIENE

Inmates will maintain their personal hygiene and will be expected to shower at least three (3) times weekly.

Upon assignment to a permanent bed, you will be issued a toothbrush, toothpaste, soap, comb and a roll of toilet paper. Razors must be purchased through the commissary and will be issued daily in the morning along with nail clippers and pencil sharpeners, if needed. Hygiene items will be distributed between 9:00 a.m. and 10:30 a.m. daily. This is the only time period you may request these items. Work Release inmates may request hygiene items when returning to the facility when being changed over. Cleaning equipment is issued between 9:00 a.m. and 10:30 a.m. daily. Each inmate is responsible for keeping their living area clean. Televisions will be turned on for the day after your housing unit is cleaned to the approval of the jail staff.

You must wear your complete jail uniform at all times. Orange t-shirts and orange shorts may be worn in the day room and the recreation room.

Haircuts are available each month at your expense. If your request for a haircut has been approved and you have money in your account, you may complete a “**Request for Release of Funds**” form so that the bookkeeper may issue a check to the jail barber in your name. Huber’s may not get their hair cut outside of the facility without permission from the Jail Services Sergeant.

MEDICAL TREATMENT

HEALTH SERVICES

All non-emergency requests for health care should be placed in writing on a “Medical Request” form. Write the name the department you want to see at the top of the form, along with the reason for your request. You need to be specific! Only one department per request slip. Print your name; date and location clearly on the bottom of the form, then, give the form to a deputy. The nursing staff will review all slips during business hours, Monday through Friday. If you have not received a response within 72 hours, submit another form. The Ozaukee County Jail Physician has the final decision for medical treatment.

IF AN EMERGENCY ARISES – NOTIFY A DEPUTY IMMEDIATELY!

Sick call will be done as needed. If an inmate requests to speak to a nurse, there is a \$2.00 charge (*even if the nurse’s response is in writing*). (You may also be charged \$2.00 for continued complaints that have already been addressed by the nurse.) If the nurse requests to see an inmate, there is no charge. Inmates will be charged for all Over-The-Counter medication, whether they are issued by medical staff or the jail staff.

To see the physician, psychiatrist or dentist, you must be referred through the nurse. There is a \$5.00 charge for seeing these professionals.

MEDICAL SERVICE FOR HUBERS

Huber or Work Search inmates in need of non-emergency medical care will be responsible for the arrangement of medical appointments with a physician of their choice at their own expense. The treating physician must fax documentation to the Huber Supervisor at **262-238-8496**. The Ozaukee County Jail Huber Supervisor must approve all medical appointments, prior to the appointment date.

Huber or Work Search inmates are responsible for their own transportation to and from all medical appointments. Huber and Work Search inmates are responsible for the ordering of, paying for, and picking up all the required prescription medications in blister cards from pharmacy. Bottles will not be accepted.

Exception: Work Search inmates who are classified as “indigent” may request to utilize the medical services provided by the jail but will be subject to reimbursement collection as authorized by Wisconsin Statute 302.38(4).

MEDICAL CANTEEN

Most over-the-counter products are available to you from the canteen. Inmates are responsible for the cost of all over-the-counter products at the Ozaukee County Jail. If you are indigent, you may still obtain these products through a negative billing system.

Refer to CANTEEN section of rule book and postings in living units for ordering information. If nursing approval is needed for a product, be sure to show your slip to a deputy when you order. Order enough to last until your next order date. You will not be given another chance to re-order until that next date.

Please anticipate your needs, and order products ahead of time. The medical or jail staff does not distribute over-the-counter products at the Ozaukee County Jail.

Any abuse of the medical canteen, such as trading medications, or trading medication for other products, will result in the loss of canteen privileges, and other disciplinary actions may be taken.

PRESCRIPTION MEDICATIONS

Current non-controlled prescription medication prescribed for you from a previous physician will be continued as long as it is deemed medically necessary, and can be verified by a physician or pharmacy. Inmates are responsible for the cost of any prescribed medication issued at the Ozaukee County Jail. You will be charged at our current pharmacy vendor prices. You will be billed monthly for the medication. Refunds are issued from pharmacy in 1-2 months of approved returnable medications. If you have prescription drug insurance coverage, you must provide a copy of insurance card to the Business Office within seven (7) days. No one will be denied necessary prescription medications because of indigence. Any inmate found "*cheeking*" their medication will face progressive discipline. Your medication may be discontinued by the medical staff if you are found in violation of Jail Rule #34. The nursing staff will continue to reorder your prescription medication until you are released, granted Huber privileges or notify medical in writing that you will provide all your own medications in blister cards. Once you have Huber privileges, you are expected to make your own arrangements to obtain your own medication while you are out of the facility, and bring it back to the jail. Make sure all medication is in a blister pack from the pharmacy or it will not be delivered to you. Medications delivered here may not be approved late in the day or over the weekend. Plan accordingly.

CONTROLLED SUBSTANCES / NARCOTICS

Controlled substances are not allowed in the jail except under extreme circumstances. Chronic back pain or joint pain is not an indicator for the administration of controlled substances at the Ozaukee County Jail.

PHYSICIANS

Inmates with Huber privileges are expected to seek medical care through their private physician. They should notify the Supervisor / Sergeant on duty and arrange to see their physician while out of the facility. The doctor's office must FAX the appointment information to the jail. You must also return from the appointment with a note signed by the physician's office indicating arrival and departure times.

There is a \$5.00 charge to see the jail physician. Pre-existing conditions will not be treated at the Ozaukee County Jail unless the condition is deemed to be in need of urgent treatment by our medical staff.

The Ozaukee County Jail provides **acute dental care** only (i.e., tooth extraction due to extreme infection, etc). There is a \$5.00 non-refundable charge to see the dentist along any special medications ordered for this visit.

A psychiatrist is available to provide service at the Ozaukee County Jail on a limited basis (mostly for medication management). There is a \$5.00 charge to see the psychiatrist.

DIETARY

Self-reported diets and allergies will not result in a dietary / menu change. Inmates should self-select from their trays, avoiding the foods they do not want to eat. Medical and religious diets will be provided, after the health services staff obtains verification.

PORTER PROGRAM

Inmates requesting to be considered for the porter program will do so in writing on a request slip. Inmates classified and housed in maximum security or administrative segregation will not be considered for the porter program.

The inmate's conduct while incarcerated in the Ozaukee County Jail Facility as well as medical condition or history will also be taken into consideration.

Inmates selected for the porter program will normally start as a general maintenance porter, then with continued satisfactory performance at that level, they may request to be a kitchen or laundry porter if they so desire.

Porters are expected to conduct themselves in a professional manner. Any deviation from jail facility rules will not be tolerated. No changes in porter work assignments or schedules will be made without the knowledge and permission of the jail staff.

THE JAIL CHAPLAINCY PROGRAM

CHAPEL SERVICES

Weekly chapel services will be held on Sunday evenings. Due to the physical restrictions of the facility, not all inmates will be allowed to attend this service each week. The jail will establish a schedule and make the program available so that all inmates have the same opportunity to participate.

A chapel sign-up sheet will be posted in the living units scheduled for the up-coming service, allowing you ample time to sign up. Once the sheet is removed, no additional names may be added to the list.

All jail rules apply in the chapel setting. There should be no communication between inmates outside of participation in the service. No additional inmates will be allowed into the chapel once the service has begun, and no inmate may leave the service or chapel until the service has concluded.

BIBLE STUDY

Bible study will be offered monthly in four-week blocks. If you sign up for this, and are approved for attendance, you will be expected to attend all four of the sessions. Failure to do so may result in your disqualification from future study groups.

All jail rules apply to the Bible study sessions. Once the meeting begins, there will be no communication between inmate participants, unless directed to do so by the group leader.

As meeting space is limited, the number of participants selected to attend is also limited. A new list of study group participants will be prepared every month, and every effort will be made to give everyone interested the opportunity to participate. If you sign up for the group, you must make the commitment to attend each session. No new names will be added to the list after the first week of the new group.

PERSONAL VISITS FROM CLERGY

If you wish to speak to a spiritual counselor, forward your request in writing to the Jail Services Sergeant, indicating any denominational preference. The Jail Chaplaincy Steering Committee maintains a list of clergy and lay members from many religious denominations. These members have all attended the required orientation program and have been security screened. No clergy or religious representative will be allowed a contact visit without prior completion of this orientation program and approval of the Jail Chaplaincy Steering Committee.

THE JAIL LITERACY PROGRAM

Those inmates interested in furthering their education may request and complete a school application form and return it to Jail Staff for consideration by the Literacy Program Officer. After the staff has reviewed the application form, you may be called to the Education Room for orientation and assessments in math and reading skills.

Conferences may be scheduled with the instructors to determine special needs and set goals for the successful completion of your educational objectives. Space in the program is limited, and if there is not an opening at the time of application, you will be placed on a waiting list. All jail rules apply while you are participating in an educational program.

GUIDELINES FOR INMATE SELECTION TO THE HSED /GED PROGRAM

INMATES THAT WILL NOT TO BE CONSIDERED:

- Any inmate who already has an HSED or High School Diploma
- Any inmate who has not been charged locally, and is awaiting pickup by another agency
- Any inmate sentenced to State Prison and is awaiting transport
- Any inmate from ICE
- Any inmate who has been found in violation of rules through a conduct report within 15 days of the application
- Any inmate who has been issued three or more conduct citations within 15 days of application
- Any inmate being held in Administrative Segregation due to mental observation, behavior modification, witness protection, or medical reasons so as not to contaminate staff or other inmates

GENERAL GUIDELINES

The inmate must have a sentence of 60 days or more, if sentenced. The application of an inmate, who has not yet been sentenced, will be considered after review by the Literacy Program Staff. Pending charges, criminal history and institutional conduct will be assessed.

Preference will be given to Ozaukee County detainees in the selection process. Sentenced inmates will be given preference over un-sentenced inmates.

Inmates who are considered "*high risk*" will be reviewed on a case-by-case basis and must be approved by the Jail Administrator before entry to the program will be allowed. In order to allow staff to assess their behavior within the facility, these inmates must be in

custody for a minimum of 30 days before their application will be considered.

STUDENT PARTICIPATION GUIDELINES

A Literacy Program student who is placed on disciplinary segregation will be removed from the program for a period of 30 days. After 30 days another application will need to be submitted for admittance back into the program. The inmate's re-admittance into the program will be determined collectively, by the Literacy Program Liaison Sergeant and the current instructional staff.

No inmate is allowed to attend classes with any family member, to include a spouse, if that person is also in custody.

Males and females may attend class together, but must be seated separately from persons of the same gender.

All rejections made by line staff officers for participation in the Literacy Program may be appealed to the supervising Sergeant; rejections made by the Sergeant may be appealed to the Jail Administrator.

HUBER RULES

1. All inmates who wish to exercise their Court authorized Huber privilege must submit to and pass a drug-screening test prior to being approved for the Huber program. The test will be determined by the Jail Administrator and will be paid for by the inmate. All working Huber inmates are subject to additional random drug screening test. The cost of the drug screen test will be included in your weekly boarding cost.
2. All Huber employment will be verified with a starting letter and a phone call. The letter must include the days and hours you will be working and should be on company

letterhead, if available. If you wish to work on a legal holiday, you will need a special letter from your employer for that day. If you are laid off or terminated, the employer must advise us in writing. Your failure to provide this information to staff is considered a rule violation.

3. If you are self-employed, you will be asked to verify this by presenting tax and/or bookkeeping records to the Huber officer. Two years of tax returns will be required. You will be required to fill out a weekly itinerary. You may not start a business while you are in jail.
4. Inmates whose employment is located outside of Ozaukee County, may request in writing to be transferred to that county of employment.
5. **You may work up to six (6) consecutive days per week with the seventh day spent at the jail.** You may work a maximum of 12 hours per day, *including travel time*, to and from the job. Any combination of work, school, childcare, counseling, and/or medical appointments must not exceed 12 hours.
6. Medical / professional appointment confirmation must be faxed to the jail at **262-284-8496**. You must provide a note from the medical professional upon your return to the jail, citing both arrival and departure times from their office.
7. You will be released from the jail with ample time to get to work and appointments. You are to go directly to these locations and return directly to the jail thereafter. Failure to return at your pre-scheduled time may result in Felony Escape charges. You will take the most direct route to/from work. Travel time is determined by jail staff.
8. The duty deputy will set the hours for your release and return. You are restricted to your place of childcare or employment and are not to leave without permission from the duty deputy. Work release inmates must identify themselves to the control officer whenever leaving or returning to the jail lobby.

9. Requests to work at times other than those previously arranged (overtime, weekends, etc.) must be in writing – preferably on company letterhead and signed by your supervisor. If you must extend a shift, or leave work earlier than scheduled, your employer must advise the jail by phone of this schedule change and send a letter with you upon your return to jail. If an appointment or meeting is prolonged for any reason, you must have the person in charge, call the jail immediately.
10. You may not go home or to the home of another at any time unless authorized by the duty deputy.
11. You must have a valid Wisconsin driver license if you drive to work. If you have a driver, other than yourself, we must have the complete identification and vehicle information of all drivers you are using. You may walk to work if your employment is less than two miles from the Justice Center. You may bike to work if you can do so in a 30 minute period. You may not change your mode of transportation without prior permission. Any unauthorized or undocumented vehicle found in the county parking lot will be considered abandoned property and may be towed at the owner's expense.
12. You may not purchase or consume any alcoholic beverages or alcohol in any form, while under the Huber / Work Release program. You may not use or consume any over-the-counter medication with alcohol or any controlled substances not prescribed by your physician and approved by Jail Health Services.
13. An **Intoxilyzer** or urine test may be requested of you upon your return to jail. Failure to comply with these tests is a rule violation and will be cause to request the Court to revoke your Huber privileges.
14. You may not bring into the jail any gum, tobacco products, smoking materials, cell phones/pagers, or tools. These items are considered contraband, will be confiscated and you will be subject to disciplinary action for their possession in the jail setting.

15. Only items issued to you by a staff member are allowed into the Huber dorm. Check with the duty deputy for approval of any non-jail issued materials in the dorm.
16. A bed and locker will be assigned to you. You may not move to another bed or locker without permission of a duty deputy. You may not sit or lay on the bed of another Huber inmate. You must remain in your bunk after lockdown unless preparing for work.
17. All earnings shall be turned over to the duty deputy. This money is placed in your Huber account for board and any other personal expenses. A check stub must be submitted showing the hours worked, pay rates, and all deductions. Any balance remaining at the time of your release will be returned to you. **State law requires the Sheriff / (designee) to collect all wages.**
18. For sentences of more than seven (7) days, one week's Huber board must be paid up front, prior to being allowed out for work.
19. *Part-time employment.* A part-time job may be allowed if it existed at the time of your sentencing. Payment must be made by business check from the part-time employer. You may work up to two (2) part-time jobs, but the schedules must be permanent. No part-time job will be allowed if you are "self-employed".
20. Pursuant to section 303.08 of the Wisconsin Statutes, every prisoner who is sentenced to the Ozaukee County Jail under Huber Law and is gainfully employed or receives unemployment insurance or employment training benefits, shall be liable to Ozaukee County for maintenance and board costs at the rate of \$25.00 per day or any portion of a day and shall reimburse the County for the same in accordance with the law.
21. IF A HUBER WORK/RELEASE INMATE FALLS IN ARREARS OF THEIR HUBER BOARD BY ONE DAY THEY MAY NOT BE ALLOWED OUT TO WORK UNTIL THEIR BOARD PAYMENT IS CURRENT PLUS THE NEXT WEEK IS PAID IN ADVANCE.

22. IF YOU ARE EMPLOYED, YOU WILL BE CHARGED FULL HUBER BOARD DURING THE WEEK, REGARDLESS OF NUMBER OF HOURS WORKED.

Note: Per Wisconsin state law, the Sheriff may refuse to permit a prisoner to exercise his privilege to leave the jail, not to exceed five days (per infraction) for any breach of discipline or other violation of jail regulations.

WORK SEARCH

The Ozaukee County Jail provides work search services for those with work release privileges that do not have a job at the start of their sentence. Employment service agencies will come to the Jail twice a week and conduct interviews. The employment agency will find appropriate jobs for you based on your skill level. You will need two forms of identification prior to interviewing with the employment agency. Acceptable forms of I.D. include: WI driver's license/I.D. card, passport, birth certificate, or social security card. You will not be allowed out of the Jail for the sole purpose of looking for employment.

HUBER MEALS

As a Huber participant, you are paying for three meals per day. If you are outside of the jail during regular meal times, you may request a bag lunch for each meal you will miss here.

The cut-off for returning to the jail in time to receive a jail meal are 6:00 a.m. for breakfast, 12:00 Noon for lunch, and 5:00 p.m. for dinner.

AA / NA MEETINGS

If you desire to attend AA or NA meetings, you will be required to present a letter of recommendation to the jail staff from a hospital, clinic or Ozaukee Counseling center. This letter should include what meeting type (including time (s) and location (s)) you may be attending. Any change in time or location of a meeting will again

require a letter. You may attend up to three (3) meetings per week, including any group sessions offered within the jail.

You will abide by all jail / Huber rules when out attending these meetings. You will go directly to the meeting and return directly back to the jail afterward. If the meeting is outside of Port Washington, you must have a means of transportation. No group session will be allowed outside of Ozaukee County without a court order.

We will need a letter (note) from the counselor or group leader of the meeting upon your return to the jail. The letter should include the date, your name, the time you arrive and depart, and the group leader's name and telephone number for further verification if necessary. Failure to return with this information may result in the suspension of this privilege.

Actual group meeting times will be restricted to 1.5 hours. Your time out of the jail will be included in the 12-hour daily maximum.

The Sheriff reserves the right to hold AA / NA meetings within the jail facility and restrict the number of meetings you may attend outside of the jail.

USE OF THE JAIL LAUNDRY ROOM

The jail laundry facility is restricted to use by Huber inmates only and will be available on Saturdays and Sundays. The inmate may purchase a "wash" and detergent through the jail canteen program prior to the weekend. Plan accordingly. Hubers will use the laundry room, at the discretion of the staff as time allows. You will bring your proof of purchase (canteen receipt) to the booking desk where an officer will cross off the wash item on the sheet, sign and date it. On a one-time basis, you will be allowed to bring work clothing into the jail.

It is strongly suggested that you bring at least one week (7 days) worth of clothing. Once undergarments leave your housing unit, they will not be allowed back into the dorm. During the laundry privilege, you may not enter the Huber locker room or laundry room unless escorted by a deputy.

CHILDCARE / PARENTAL CARE / SPOUSAL CARE

1. The sentencing court must authorize the specific activity.
2. The inmate must prove he has dependent children by providing birth certificates. If the spouse or parent (s) have a medical condition requiring home care, that must be verified in writing by a physician.
3. The primary care giver (the person (s) caring for the dependent when the Huber is in jail) must provide documentation showing that he/she is unavailable during specific periods of time to care for the dependent. Adult (over the age of 16) children will be considered for availability.
4. The location of the dependent care must have a non-cellular telephone assigned to it. Failure of the Huber to respond to our telephone call will result in disciplinary action for leaving the site of the dependent care without permission and may include criminal charges of ***Escape From Custody***.
5. Other adults are not allowed at the location of the childcare. The only authorized persons present at the site of childcare, are the children being cared for and the inmate.
6. Any Huber inmate that uses childcare or attends school during their sentence will be charged \$12.50 per day fee for this privilege. The weekly amount of \$87.50 will be expected prior to being allowed out for either childcare or attending school. The \$12.50 fee is equivalent of the daily inmate fee now being charged. This fee is being charged instead of the \$25.00 Huber fee that is allowed under State Statute 303.08.

PRISON RAPE ELIMINATION ACT/SEXUAL ASSAULT

The Prison Rape Elimination Act (PREA) is a federal law that was established in 2003 to assist with the elimination, reduction, and prevention of sexual assault, abuse, and harassment in all correctional facilities.

The Ozaukee County Jail has a zero tolerance for incidences of sexual abuse or misconduct within its facility. It is the policy of the Ozaukee County Jail to provide a safe and secure environment free from threat of sexual abuse for all inmates in custody by maintaining a program of prevention, detection, and response. Sexual abuse and sexual harassment among inmates and among staff and inmates in confinement is against the law. Violators will be disciplined and may be referred to law enforcement for prosecution.

The Ozaukee County Jail has policies and procedures in place to help keep you safe and to make it possible for you to get help if you've been sexually abused, sexually harassed or experienced retaliation. All reported sexual misconduct complaints reported will be taken seriously and investigated.

DEFINITIONS

CONFIDENTIALITY: For the safety of all, information about the identity of a victim who reported sexual abuse or sexual harassment, and the facts of the report itself, are limited to those who "need to know." This information will only be used to make decisions about the victim's well-being and for law enforcement/investigative purposes. Information collected during medical exams is confidential.

RETALIATION: Harming someone because that person did or said something hurtful to you is considered retaliation. This may include threats of, or actual, physical or verbal harm after a victim (or third-party) reports an incident of sexual abuse or accusing someone of things they have not done. It may also include the limitation or removal of programming by a staff member after a victim (or third-party) reports an incident of sexual abuse.

SEXUAL ABUSE: Sexual abuse by another inmate is sexual activity that is not wanted or agreed to. It includes contact between the penis and the vulva or the penis and the anus, including penetration by a body part or object; contact between the mouth and the penis, vulva, or anus; and/or intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks. Sexual abuse by a staff person includes ANY sexual activity. It includes contact between the penis and the vulva or the penis and the anus, including penetration of the anal or genital opening by a body part or object; contact between the mouth and the penis, vulva, or anus; contact between the mouth and any body part; intentional touching (that is unrelated to official duties) of the genitalia, anus, groin, breast, inner thigh or buttocks; any attempt, threat, or request to engage in the above activity; display of a staff person's genitalia, buttocks or breast; and/or voyeurism.

SEXUAL HARASSMENT: Sexual harassment is repeated and unwanted sexual comments or gestures by a staff person or another inmate. These comments or behaviors may be threatening, insulting, degrading or disrespectful. Sexual harassment may include requests for sexual favors, joking about sexual topics, remarks about someone's private body parts, and/or insults about someone's sexual orientation or gender identity.

STAFF: Staff means a person employed by Ozaukee County Jail as a permanent, project or limited term employee; this includes volunteers and contractor staff.

SUBSTANTIATED REPORT: A sexual abuse or sexual harassment report that was investigated and determined to have occurred is considered substantiated.

UNFOUNDED REPORT: A sexual abuse or sexual harassment report that was investigated and determined not to have occurred is considered unfounded.

UNSUBSTANTIATED REPORT: A sexual abuse or sexual harassment report that was investigated and the evidence could not prove whether or not the incident occurred is considered unsubstantiated.

TOOLS TO KEEP YOU SAFE FROM SEXUAL ASSAULTS

While sexual abuse and sexual harassment are never the victim's fault, there are some things to you can do to protect yourself:

- Be alert. Stay away from drugs and alcohol.
- Be confident. If you feel frightened or anxious, try not to let those feelings show to other inmates. Talk to your social worker or unit staff.
- Trust your instincts. If you sense a situation is dangerous, it probably is.
- Be direct, firm and say "no" when asked to participate in something you are uncomfortable with or which is against the rules.
- Choose your friends wisely. Avoid someone giving you special attention. Connect with people who are involved in positive groups and activities. Don't allow others to keep you from making and keeping friends who have a positive influence on you.
- Be aware of your physical surroundings. Avoid being alone or isolated where staff members can't see you. Stay in well-lit areas. Do not go into unassigned areas.
- Be cautious of staff who share personal information with you, create opportunities to be alone with you, spend an unexplainable amount of time with you, allow you to enter unauthorized areas or show favoritism towards you.
- Do not allow another inmate to be your "protector." They may want something in return.
- Do not accept gifts, loans, favors or contraband from others. They may want something in return.
- Do not borrow, loan or trade property or canteen with others. Payback will be expected.
- Tell a staff person if you feel unsafe. Immediately report instances of sexual abuse or sexual harassment

AFTER SEXUAL ABUSE

- Get to a safe place.
- Even though you may want to clean up immediately after the abuse, consider waiting. It is important to save the evidence. Try not to use the bathroom, shower, wash, drink, brush your teeth, eat or change clothing.
- Report the abuse as soon as safely possible. Deciding to report sexual abuse is never easy. There is no time limit to report sexual abuse, however, sooner is better. You do not need to have evidence.
- Consider allowing medical staff to examine you for injuries, which may or may not be visible, and sexually transmitted infections.
- Consider talking with someone. Support may come from a trusted friend, family member, mental health or medical staff member, victim services coordinator or another staff member. Victims may also receive support from outside sexual assault agencies and advocates. Connect with your facility's Victim Services Coordinator for contact information.
- Please note, if a staff person suspects or receives a report that a minor (17 years old or younger) has been sexually abused, a report to the appropriate protection agency will be made. A similar report may also be made if the victim is an older adult (60 years or older) or an at-risk adult.

REPORTING METHODS

Any inmate in the Ozaukee County Jail that believes they have been sexually assaulted should report this violation immediately to any Jail Staff member. The Jail Staff member will provide you with further instructions.

Any inmate that believes they have been sexually harassed, or who has knowledge of sexual misconduct may report this verbally or in writing to a Jail Staff member. You may seal any sexual

misconduct complaint and address it to Jail Supervision for review. You will be asked to provide a written account of the accusations. You can also write a letter addressed to Ozaukee County Human Services (Attention Heather Carlson), 121 W. Main St. Port Washington, WI 53074

You may also report this by leaving a voicemail with Ozaukee County Human Services at the following number: 262-284-8304.

You can tell a family member, friend or outside support person; they may report on your behalf by telling any Jail staff member, in writing to any Jail staff member, filing a police report with the Ozaukee County Sheriff's Office, writing a letter to Human Services, (Attention Heather Carlson), 121 W. Main St., Port Washington, WI. 53074 or leaving a voicemail at: 262-284-8304.

All reporting can be made anonymously.

PROTECTION, SUPPORT AND RECOVERY

Retaliation in any form against those who report misconduct or cooperate in an investigation of sexual abuse is strictly prohibited.

Victims of sexual abuse, sexual harassment or report related retaliation are monitored by staff. Every effort will be made to assure the victim's protection without restricting access to work, education or programming.

Inmates who have been sexually victimized are encouraged to seek assistance in recovering from this trauma. Inmates have ongoing, free access to the following:

- Medical providers for related treatment, including pregnancy and STI tests
- Mental health support;
- Chaplain support; and/or
- Crisis intervention and advocacy from a local sexual assault agency (connect with your facility's Victim Services Coordinator for contact information).

SEXUAL ASSAULT RESOURCES

LOCAL INMATES:

Writing a letter to:

Ozaukee County Human Services, (Attention Heather Carlson),
121 W. Main St., Port Washington, WI. 53074.

Leaving a voicemail at: 262-284-8304.

This can be anonymous.

Advocates of Ozaukee

P.O. Box 80166

Saukville, WI 53080

Office: 262-284-3577

24 Hour Crisis Lines 262-284-6902 / 877-375-4034

officemanager@advocates-oz.org

NATIONAL CONTACT FOR ANYONE:

RAINN; Rape, Abuse, and Incest National Network

1220 L Street NW, Suite 505, Washington,, DC 2005

1-800-656-HOPE (4673)

STATE and FEDERAL INMATES:

Wisconsin Coalition Against Sexual Assault

600 Williamson St. Madison, WI 53703

1-608-257-1516

NOTES