



# HANDBOOK

**Trempealeau County**



**September 2020**



The Trempealeau County Jail is managed and controlled by the Sheriff and his/her staff. Rules, orders, and posted instructions must be followed. The following information will help guide you during confinement. Jail rules are designed to ensure safety and security of the facility, inmates, staff, visitors and contractors. Violation of jail rules may result in discipline, loss of good time, impact Huber and/or criminal prosecution. It is your responsibility to become familiar with the content of this handbook.

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**Admissions**

After the booking process is complete, you will be allowed one successful telephone call. Placement in general population will depend on housing needs, safety/security issues, and/or court outcome. Inmates who remain in custody will be classified, searched, issued jail property, and moved into an assigned housing unit. It is your responsibility to inform jail staff of any safety concerns or medical/mental health needs you have to ensure proper care.

**Court**

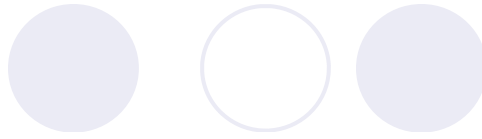
If you are unable to secure your release; you will appear in court as scheduled by the District Attorney's Office. If you have been arrested on criminal charges, jail staff will assist with a call to the Public Defender's office at 9:00 a.m. (715-284-9553). Court appearances may be held by video.

**Consular Notification**

Notify custody staff if you are not a U.S. Citizen and wish to contact the U.S. Consulate Office, if you have not already done so. The consular may help obtain legal representation and may help contact your family.

**Classification**

An objective classification system is used to determine housing, work and program assignment. It is based on current charges, criminal record, gender, behavior, medical/mental health conditions and any other factors necessary to ensure safety & security. An initial classification will be completed prior to movement to general population. Those who remain in custody will be interviewed by a Classification Officer to review your classification level and address any housing needs or concerns. You will receive written notice of your classification level along with your next review date. Housing assignments & changes may occur at any time and are based on behavior, rule compliance, change in legal status, and/or safety/security issues. It is your responsibility to notify jail staff of any immediate housing or safety concerns you may have. Inmates may appeal their classification level by submitting a formal grievance form.



### **Personal Property**

Your personal property will be stored in an assigned locker. All property must fit inside the issued locker or you will be expected to release or discard excess items. Jail issued property, authorized personal property, and commissary items shall be stored in an assigned tote and maintained in your cell.

The jail will provide: jail uniform, sandals, towel, washcloth, bedding, mesh laundry bag and hygiene kit (contains: Styrofoam cup, toothbrush, comb, toothpaste, bar of soap, shampoo, and soap dish at a cost of \$2.85.

You may also have the following items in your cell:

5 plain white T-Shirts	5 plain white socks	5 plain white underwear
2 bras (no underwire)	1 pair white thermals	Soft bible or prayer book
Pencils	1 deck of cards	Embossed envelopes
Limited paperwork/ letters	Court/Legal Paperwork Limited Photos	Commissary items

**Items must be stored in your tote. Jail staff may limit the amount of paperwork and commissary in your cell if it becomes excessive.**

### **Inmate Requests**

All non-emergency questions or concerns shall be submitted via Stellar Kiosk. You will be provided a jail issued pin number to access the kiosk. Although kiosk requests are reviewed daily, it's important to notify jail staff immediately if you have an emergency to avoid delay.

### **Jail Uniforms**

Jail issued uniforms & footwear shall be worn at all times other than at lockdown. Uniforms will be appropriate size as determined by jail staff. T-shirts and thermals shall be worn under the jail uniform. If you damage any jail issued property; you will incur the replacement cost.

### **Laundry**

Uniforms, personal laundry and sheets are washed Thursdays & Sundays. Huber laundry is conducted on Sundays. Towels & wash cloths are exchanged daily prior to lockdown. Blankets are washed a minimum of once monthly. Each inmate is required to exchange uniforms and bedding on laundry days. Place your personal laundry in the mesh bag that was provided to you for laundering. Refusal to exchange uniform or bedding for laundering may result in disciplinary action.



### **Hygiene & Haircuts**

Inmates are expected to maintain clean personal hygiene and shower regularly as not to be offensive to others. Hygiene items may be purchased through commissary via Cidnet. Indigent inmates may order hygiene items (indigent packs) through commissary on a weekly basis & will be billed the cost.

An electric clipper is available for use on Sunday's starting at 8:00 am to cut hair and/or trim beards. The clipper must be disinfected after each use. Employed Huber inmates may schedule a haircut at a local barber/salon with pre-approval of jail staff.

Use of a disposable razor is available to those who have a jury trial and will be used under direct supervision by jail staff. Fingernails shall be kept short. Use of nail clippers may be requested through the kiosk and directed to medical. Hair clippers, razors and nail clipper use may be denied due to safety reason or classification level. For sanitary reasons, do not share hygiene items!

### **Housekeeping**

Cleaning supplies will be provided to each cell block on a daily basis. ALL inmates are expected to clean the dayroom & assigned cell after receipt of the supplies. Bunks shall be made neatly & remain so when not in use. Excess items shall be stored in your tote. Cells shall remain clean & orderly at all times. Do not affix items to jail property such as doors, windows, window sills, walls, bunks, lights, vents, intercoms, mirrors, cell bars, ceilings, etc. Blankets may be used as a cushion to sit on the dayroom floor or bench. Trash will be removed from the cell blocks daily. Showers will be thoroughly cleaned by a designated inmate worker supervised by custody staff on Friday or Saturday.

Cleanliness will help limit the introduction & spread of disease, as well as make living conditions more tolerable. Failure to clean or maintain a neat & orderly cell may result in discipline action. Excessive clutter or commissary items will be removed by jail staff at their discretion.



### **Meals**

3 nutritious meals are provided daily; 2 of which are hot. Special diets may be provided as prescribed by a qualified health care professional. You may abstain from any foods that violate your religion; substitutes for the items may be provided consistent with available resources. Inmates shall retrieve their own food tray. Those who refuse to retrieve a food tray will not be provided a substitute. Disinfectant wipes will be given to wipe tables & food trays. Trays & utensils shall be retrieved by custody staff. Do not save perishable food items nor discard uneaten food in the trash! Active Huber inmates will be provided a sack lunch for any missed meals.

### **Head Count**

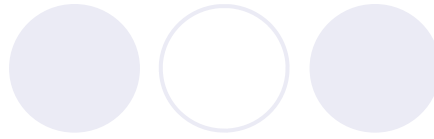
Head counts will be conducted daily at meal times and as deemed necessary. Inmates will be expected to line up in front of their assigned cell during this activity if ordered to do so. Failure to cooperate with head counts may result in disciplinary action.

### **Commissary/Canteen**

Inmate may order snack, clothing and hygiene items through the jail's commissary service via CidNet. Orders are generally delivered on Thursdays with the exception of holidays. Commissary may be restricted based on safety & security, if on discipline, medical, and/or classification level. Commissary orders are limited to \$50 weekly with exception of maximum inmates who are limited to hygiene purchases and snack packs only.

Inmates may order snack packs on a daily basis via CidNet message. Snack packs information is contained on CidNet. Indigent inmates may purchase hygiene items only and will incur the cost. Inmates are not permitted to order snack packs or commissary for another inmate.

Commissary may be ordered for you online through [www.jailatm](http://www.jailatm) website. On-line orders are marked up at 10% by the vendor for processing fees and are shipped with normal commissary delivery. On-line ordering disputes can be addressed by calling: 870-627-5476.



### **Library**

Use of the jail's library is available depending on classification level and safety/security. You may submit a kiosk request or speak to the on duty correctional officer to access the library. Books are provided by Winding Rivers Library. We do not accept donated books from inmates nor family/friends. Inmates may not have books sent to the jail unless it is directly from the publisher and pre-approved by a jail supervisor. Books may be denied based on safety, security, control & order of the jail.

### **Mail/Publications/Email**

All incoming/outgoing mail shall be processed through the US Post Office. Jail Staff may read & inspect non-privileged mail for safety & security reasons. Mail is processed weekdays, excluding holidays. Materials that depict offensive, pornographic, violent, gang related, illegal substances, or compromise safety & security shall be removed, inventoried, placed in your assigned locker or disposed of. A non-delivery of mail will be provided to you at any time incoming/outgoing mail is held.

Privileged and legal mail will be opened & inspected in the presence of the inmate. Indigent inmates may send legal mail only to courts with active cases or appeals, and the attorney on record for the case.

Outgoing mail will be collected nightly. Mail shall include your name & return address as the Trempealeau County Jail. Weekly, indigent inmates may request 2 standard envelopes/2 sheets of paper to send outgoing mail and will incur \$1.00 charge for the cost.

Incoming mail will be delivered without the envelope it was received in for safety/security reasons, however; the return address will be provided to you.

Inmates may receive publications with pre-approval of a jail supervisor, if it is mailed directly from the publisher.

Inmates may also correspond by email or text with family or friends through CidNet. All correspondence is scanned for safety & security prior to sending/receiving. Emails that violate no contact orders or deemed a safety & security threat will be rejected and will not be sent/received. The cost is .50 per email and \$5.00 to setup an email account through the Jail ATM web-site or via phone.



### **Visitation**

Inmate visitation is conducted on and off site by video through CidNet. Family & friends may preschedule remote visits through <https://customer.cidnet.net> or by calling the jail directly to schedule a video visit. For off-site (Skype), the end user must have proper computer equipment and camera. Cost is \$4.95 for a 15 minute visit.

On-site video visitation is available daily from 8am—10:00 pm; with exception of 11am—12 pm and 4pm -5 pm at no cost. All visitors must be dressed appropriately, sober, and present a photo ID. An adult must accompany anyone under the age of 18. Children must be controlled during visits. Prior inmates of the Trempealeau County Jail will not be permitted to visit a current inmate for 60 days after his/her custody release.

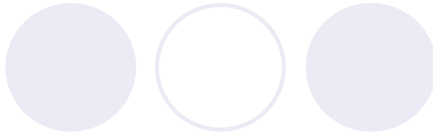
Visits may be delayed or postponed due to court, activities, emergencies or unforeseen circumstances.

Visitation will be terminated and may be suspended for an extended period of time under the following circumstances: 1) Use of a cell phone or any other recording device to take photographs, audio or video record; 2) Displaying of private body parts by inmate or visitor; 3) Violating a no contact order; 4) If a safety/security concern exists.

Both on and off-site visitation is subject to monitoring and recording.

### **Recreation/Exercise**

Access to the exercise room & equipment is determined by classification level and safety/security. Access to outside recreation is also available; weather permitting. Exercise equipment shall not be moved or tampered with. The jail may offer exercise programs, if available, with medical clearance.



### **Programs**

Inmate programs will be offered based on availability of funding, community resources, approved contracted providers and volunteers. Programming attendance may be restricted based on classification level or safety and security reasons. Inmates are expected to be respectful and courteous while in attendance. Passing notes, inattentiveness, and/or disruption of any program may result in disciplinary sanction and/or removal from the program. Inmates will be provided information regarding program availability. Volunteers provide a jail related service and shall not be contacted in any manner during your custody stay for personal reasons.

### **Inmate Worker Program**

Inmates may request an application for participation in the inmate worker program. If selected, an inmate worker may earn 1 day of credit in addition to good time for every 24 hours of work. Participation is based on behavior, jail compliance, and work availability. Failure to follow inmate worker and jail rules will result in removal from the program.

### **Huber**

Sentenced inmates who have been granted Huber privileges by the Court may participate in the program provided they meet statutory, court and jail requirements. A Huber packet must be completed by the inmate who wishes to exercise Huber and information verified. Huber inmates are required to follow Huber and jail rules. Required fees must be paid and remain current. Huber inmates are to report & remain alcohol/drug free. Compliance with ignition interlock is required or OWI convictions. Violations of the program or jail rules may result in disciplinary action which may impact your Huber status.

### **Electronic Home Monitoring Program (EM)**

Inmates sentenced with Huber will automatically be screened for the EM program. Although EM may be approved by the Court, it is at the discretion of the Sheriff. Participation is based on criminal history, current charges, jail behavior/compliance, and community safety. EM is considered an extension of the jail in which you serve your time at home or designated residence within Trempealeau County. EM rules must be followed and violations may negatively impact Huber and/or EM and may result in a return to jail custody.

### **Religious Programming**

Inmates shall have the opportunity to attend non-denominational religious services on a regular basis. Inmates may practice their sincerely held religious beliefs consistent with safety and security of the jail. Specific religious requests may be directed to a jail supervisor via the kiosk.





### **Telephone Calls**

All telephone calls are subject to monitoring & recording. Telephones are available in each cell block & multi-purpose room between the hours of 8am—10pm. Outgoing calls are made by purchase of phone minutes, collect or by setting up a prepaid account. You will need your jail assigned number to use the phone. **Site code is #130.** Minutes may be purchased by accessing your commissary account. Family & friends may arrange a prepaid account by calling NCIC Telephone Services (1-800-9430-2189). Do not disclose or allow others to use your jail assigned number. Telephones may be restricted due to safety, security or operational needs. We do not accept calls or relay messages unless deemed an emergency. It is your responsibility to inform custody staff of your attorney's name and telephone number to ensure it is setup as free/unrecorded number.

### **Voting**

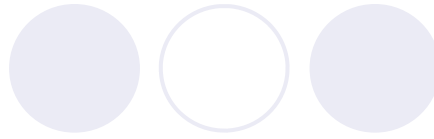
Inmate voting information can be located on CidNet.

### **Inmate Trust Account**

All U.S. currency shall be collected at intake and a trust account established through Stellar Banking. Foreign currency or personal checks will be stored in your assigned locker. Deposits to your account may be made in the form of cash, credit or debit card, money order or cashiers check. Family/friends may deposit money in to your account or designate monies towards bond by accessing the jail's kiosk located in the lobby or via website [www.Jailatm.com](http://www.Jailatm.com). 25% of deposits will be applied towards outstanding debt and 75% will be available for commissary purchases. Huber & EM Fees are collected at 100%. Inmates housed out of county may incur a higher percent collection rate on overdue debt. Inmates may not place money on another inmate's account during custody or at release.

Upon release, outstanding debt will be collected & remaining funds will be issued in the form of a check which will be issued or mailed to you. Debit card is available for those who do not want a check. If an outstanding jail debt exists at release, a debt letter will be mailed to you from the Sheriff's Office along with a financial disclosure form and process for setting up payment plan. Failure to maintain monthly debt payments will result in tax intercept collection.

You may be charged while in custody in accordance with County Ordinance. Information on fees is posted in CidNet.



### **Health Care Services (Medical, Mental Health, Dental)**

Inmates may submit non-emergency dental, and/or health care requests or concerns to medical staff via the kiosk. Inmates are responsible for the cost of their health care costs including co-pay as designated by County ordinance. Access to health care shall not be denied based on inability to pay.

Medications are dispensed twice daily at designated times or as authorized by the medical provider. You are to follow staff directions when taking medications. Known or suspected medication abuse or refusal to take medication (s) as directed will be reported to the medical provider for direction. Submit a written request slip for PRN medications. Most medications are returned to you at release. Any medications that have been left at the jail & not retrieved within 2 weeks of release will be destroyed.

Mental health counseling is available weekly, on an as-needed basis provided by the jail's contracted Crisis Therapist. If you are experiencing serious medical needs, mental health issues or have suicidal thoughts, please notify custody staff immediately

### **Personal Conduct**

Respectful conduct is expected towards others regardless of religion, race, beliefs or reason for incarceration. Disruption or disrespectful behavior will not be tolerated. Control of jail property, intimidation and any attempt to organize or control a cell block is strictly forbidden.

### **Jail Emergencies**

In the event of a jail emergency, please follow the directives given by jail staff, law enforcement personnel and/or emergency response units for your own safety. If you have a true emergency, activate the duress alarm.

The office has a "no hostage" policy in place & available resources shall be used to end a hostage situation should one occur. You may be locked down in your cell during the event, moved to another housing location or evacuated depending on the severity of the situation. Evacuation routes are posted throughout the jail. Our priority in all cases is safety of inmates, staff, and other persons present.

### **Complaints/Grievances**

Inmates may file grievances relating to conditions of confinement by submitting a kiosk message requesting a grievance form. Grievances will not be accepted on behalf of others. They may not challenge rules & policies, state or local laws, court decisions and probation/parole actions. The grievance process is for legitimate problems or complaints only and abuse or repeated frivolous filling of grievances may result in disciplinary action.



### **Complaints/Grievances (continued)**

Once a grievance is filed, jail staff will try to resolve problem informally with you. If the jailer is unable to resolve the complaint informally, the complaint will be referred to a jail supervisor. If your complaint is against a staff member or sensitive in nature, please request an envelope from staff to seal the grievance and forward it to a jail supervisor.

### **Sexual Harassment, Sexual Abuse, Rape**

Trempealeau County has a zero tolerance for sexual harassment, sexual abuse or rape. If you suspect or are aware of such violations, immediately notify on duty custody staff, jail supervisor or jail nurse verbally or in writing.

If you become a victim of sexual harassment, sexual abuse, or rape during your incarceration, please notify custody staff right away! You may also contact outside resources such, but not limited to, New Horizons \*(715-538-2810) or Victim Services (715-538-2311). Immediate action shall be taken & investigation initiated on any such sexual abuse reports. Information regarding the prevention of sexual assault and harassment may be found in the jail library and on the jail kiosk.

### **Jail Rules & Regulations**

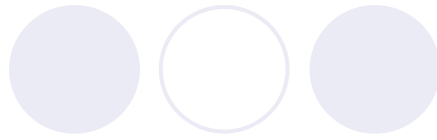
The following is a list of rules, which are not all inclusive, and are in place for safety & security along with control & order of the jail. **The list is not all-inclusive as not every infraction can be accounted for.** Violations may result in a warning, disciplinary action, and/or criminal charges. If you damage jail property the cost to replace the item may be charged to your account or we may seek restitution through the courts. Sanctions will vary depending on seriousness of the violation. A disciplinary due process will be offered on all major jail violations.

### **Administrative Segregation**

Is a non-punitive housing measure used prior to a disciplinary due process hearing where an inmate's presence in general housing inhibits a disciplinary investigation or if there is a threat to safety or security.

#### **A. Minor Violations**

Minor violations are generally rule violations related to behavior in which discipline can be imposed. If charged with 3 or more minor rule violations in a consecutive 30-day period it may be considered a major rule violation.



### **A. Minor Violations (continued)**

#### **Sanctions may include the following:**

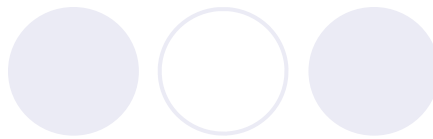
- \*Verbal Warning
- \*Written Warning
- \*Administrative lock down
- \*3 or more minors may result in a major violation.
- \* Restriction of privileges for 24 hours or less
- \* Punitive segregation for 24 hours or less
- \* Removal from work detail

#### **Minor Violations (Not all inclusive)**

1. Failure to follow jail staff orders, procedures, or posted instructions.
2. Unnecessary noise: shouting, yelling, singing, pounding, banging, etc.
3. Displaying gang signs.
4. Failure to clean, maintain sanitary & orderly housing conditions.
5. Possession of excess items: mattress, linens, uniforms, towels, food/drink.
6. Entry into another inmate's cell or unauthorized area.
7. Standing or laying on benches or tables.
8. Failure to wear complete uniform outside of assigned cell.
9. Unauthorized verbal contact with an inmate in another housing unit.
10. Giving/receiving anything of value from another inmate.
11. Possession of any unauthorized item.
12. Unauthorized use, misuse, covering, writing on or defacing of jail equipment, uniforms and/or other county property.
13. Intentionally activating duress alarms.
14. Showing, in any way, disrespect to jail staff including use of profanity.
15. Covering facial area whether asleep or awake with any item including but not limited to towel, sock, etc.
16. Use of obscene language and/or gestures.
17. Failure to perform assigned tasks adequately.
18. Failure to maintain appropriate hygiene.
19. Bartering or lending.
20. Failure to cooperate with laundry exchange.
21. Retaining or hoarding or failure to return the TV remote.

### **B. Major Violations**

Major rule violations are defined as a jail violation in which discipline may be imposed. Violations are generally a threat to the safety, security or operation of the facility.



**B. Major Violations**  
**(continued)**

**Violations**

**Sanctions may include the following:**

- \* Punitive Segregation, not to exceed 10 days per violation.
- \* Loss of good time, will not exceed 2 days per violation
- \* Loss of Huber privilege, maximum 5 days per violation
- \* Serious violations may result in revocation of Huber and/or good time.
- \* Restriction of privileges for more than 24 hours

**Disciplinary Due Process Hearing**

Inmates may be moved to administrative segregation housing for prehearing detention. Inmates will be provided a written description of the incident & rules violated. You have the option to waive the hearing & receive immediate disposition. Inmates have the right to make a statement, present evidence & call witnesses at the hearing. Requests for witnesses shall be submitted in writing to the Jail Administrator no later than 12 hours before the scheduled start of the hearing. The request must include a brief statement on what the witness is expected to say. Inmates shall receive a written decision on the hearing results and sanction(s) to be imposed, if any. Inmates who wish to appeal the decision of the hearing officer(s) may do so in writing to the Jail Administrator within 5 days of the decision.

**Major Violations (Not all inclusive)**

A. Violation of any law, Wisconsin State Statute or Ordinance.

**B. Offenses against any person(s)**

22. Assaults, fights, or threatening bodily harm.
23. Sexual assault, sexual advances, sexual harassment, sexual threats, Rape.
24. Indecent exposure or displaying of obscene materials or photos.
25. Racial, ethnic, or sexual orientation slurs.
26. Use of telephone, mail or email to harass or threaten another.
27. Threatening conduct including extortion, blackmail & protection, etc.

**C. Offenses against property**

28. Theft, including use of another inmate's ID number or telephone minutes.
29. Damage or destruction of any county owned property.
30. Rioting.
31. Possession of money.
32. Possession of another person's property.
33. Altering or modifying jail issued uniforms in any way or form.
34. Hanging clothing, linen, blankets, from bunks, cell bars, gates, etc.
35. Covering jail cameras.



### **Major Violations (Not all inclusive) continued**

#### **D. Offenses impeding administration of justice**

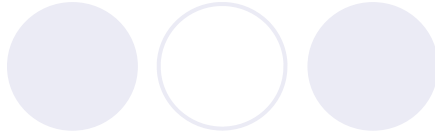
36. Lying, omitting, or making false statements.
37. Offering bribe or anything of value to any official, visitor, or staff member.
38. Obstructing an investigation.
39. Deviating Huber, EM, or any other court ordered sanction rule.

#### **E. Offenses Posing a threat to security & order of the jail**

40. Creating a disturbance.
41. Willful disobedience of a valid order and/or rules.
42. False alarm.
43. Escape, attempted escape, planning an escape.
44. Huber walk away, failure to report to jail.
45. Interfering with the Court.
46. Possession or introduction of weapons, explosives, or unauthorized tools.
47. Setting fires.
48. Tampering with or blocking any locking device.
49. Wearing or making a disguise or mask.
50. Possession or making forged documents.
51. Failure to cooperate with a search of your person or property.
52. Making threats towards others.
53. Possession of, wearing, manufacturing/distributing any gang related active ties.
54. Extorting other inmates.

#### **F. Offenses Posing a threat to security & order of the jail (continued)**

55. Resisting an officer.
56. Unauthorized communication (notes, letters, telephone, visits, email, etc.)
57. Smoking or introduction of tobacco or smoking materials.
58. Obstructing view of inmate or cell.
59. Sending items outside the facility through visitors, vendors, program staff.
60. Failure to follow jail emergency procedures as directed by jail staff.
61. Note passing between inmate & any other person inside or outside the jail.
62. Gambling.



**G. Offenses against health, safety, etc.**

63. Creating a health, safety, or fire hazard. This includes blocking vents.
64. Possession or introduction of contraband.
65. Possession, introduction, or use of any narcotic, paraphernalia, drugs, tobacco, unauthorized medication or intoxicants.
66. Misuse of medication.
67. Violation of Huber or Electronic Monitor program.
68. Alteration of food or drink and/or making of intoxicants.
69. Encouraging a riot or hunger strike.
70. Plugging sink, shower, or toilet.
71. Expelling body fluids.
72. Tattooing self or others.
73. Feigning illness or injury.
74. Unauthorized contraband.

Trempealeau County Jail is equipped with visual/audio surveillance capabilities & staff of both genders conduct cell checks and monitor surveillance equipment for safety & security reasons.

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