

GREEN COUNTY JAIL GENERAL JAIL RULES AND REGULATIONS

PURPOSE

The following Rules are designed for your safety and for the security and control of the Jail. Inmates who do not follow these Rules will be subject to discipline or criminal prosecution. Inmates may be segregated as deemed necessary by the Jail Staff.

GENERAL INFORMATION

The following information and rules are to guide you during your confinement in the Green County Jail. The Sheriff of Green County and Green County Jail Administrator reserve the right to establish additional Jail Rules and Regulations to conform to Wisconsin State Law, Federal laws or Local Ordinances. The Green County Jail staff and administration has the right to maintain security and control of the Jail and inmates at all times. You are encouraged to follow all rules and directions given by Deputies. If you violate these Rules, you will be subject to discipline. Deputies may initiate an investigation into the violation of Jail Rules at any time and use whatever resources deemed necessary. You will be afforded privileges while in Jail, which may be taken away for violating the Rules. If you commit a crime while in Jail, you will be charged criminally as well as receive jail discipline.

ADMISSIONS

You will be asked several questions while being admitted to the Jail. This is called "booking". If you fail to give correct information or provide false information to the booking officer, you may be charged with Obstructing an Officer. You will not be released until all the complete booking information is obtained. Your personal property will be inventoried and stored for you. You will wear a Jail uniform. Excessive property is not permitted. We limit storage to one (1) change of street clothes, one (1) jacket or overcoat, and one (1) pair of shoes or boots. You are responsible for having any other items removed and stored by family members or friends. The Green County Jail charges a \$25.00, non-refundable processing fee.

Upon admission, the booking officer will decide if you need a shower and any special attention to prepare you to remain in the Jail. Cleanliness is mandatory in Jail. You will be living with several people, and we must make sure you are free of parasites, such as head lice, genital lice, or anything that is easily transmittable. Protective measures or prescribed treatments will be offered or explained. You will be issued a welcome pack and charged for it upon admission. A Jail Deputy will explain to you what a welcome pack is.

GOOD TIME

Wisconsin State Statute 302.43 allows inmates sentenced to the Jail a reduction of their sentence for "Good Time". To receive Good Time, the sentence must be a minimum of four days. You are eligible to have your Jail sentence reduced by one quarter, if Good Time is allowed. For example, if you were sentenced to four days in Jail, you would only serve three days and one day would be given for Good Time credit. If you were sentenced to eight days in Jail, you would only serve six days, as two days would be Good Time credit. In limited cases, inmates may get credit for time already served in Jail by the court. Probation sentences are not given Good Time unless it is court ordered. Good Time only applies to sentenced inmates, not newly charged inmates, inmates held in contempt of court for failure to make child support payments or municipal failure to pay fine commitments.

PHYSICAL FORCE AND RESTRAINTS

The use of force may be used against you while in Jail. Deputies may use force against you in the following circumstances:

- To gain control of resistive or combative inmates
- To prevent escape
- To prevent the destruction of property
- To prevent death, bodily injury, or sexual assault to staff, inmates, or others
- To change the location of an inmate

Control methods and restraints that may be used against you consist of: Handcuffs, Shackles, Belly Chains, Verbal Control, Physical Control, Restraint Chairs, the WRAP, Padded Bags, Oleoresin Capsicum Spray (also known as pepper spray), Batons, Tasers, and Deadly Force. Control methods and Restraints are not limited to these items.

ADMINISTRATIVE CONFINEMENT

Administrative confinement or non-punitive segregation may occur in a cell block area or specifically designed segregation cell, when deemed necessary for medical observation, safety, security or control. This is allowed under Wisconsin Administrative Code DOC 350.25.

Reasons for administrative confinement may include, but are not limited to:

1. The inmate presents a risk of physical harm to themselves, another person or property
2. The inmate threatens the security or control of the Jail
3. Medical observation or concerns
4. The inmate is pending a disciplinary investigation

Any member of Jail staff can impose administrative confinement.

INDEX

- 1.0 – Inmate Personal Conduct
 - 1.1 – General Rules
 - 1.2 – Inmate Movement
 - 1.3 – Emergency Call Button
 - 1.4 – Indigent Inmates
- 2.0 – Contraband
- 3.0 – Offenses Against Persons or Property
- 4.0 – Offenses Impeding Justice or Threatening Security
- 5.0 – Offenses Against Health, Safety and Miscellaneous
- 6.0 – Living Conditions
- 7.0 – Personal Hygiene
- 8.0 – Cell Assignment
- 9.0 – Issued Items-Laundry Exchange-Uniform Restrictions
 - 9.1 – Privileged Clothing
 - 9.2 – Clothing Usage and Applicable Areas
 - 9.3 – Undergarments
- 10.0 – Meals
- 11.0 – Television
 - 11.1 – Remote Control
- 12.0 – Phone Calls
- 13.0 – Library-Reading Materials
- 14.0 – Medical Care
 - 14.1 – Medical Payment Responsibility
- 15.0 – Visitation
- 16.0 – Official Visits
- 17.0 – Religious Services
- 18.0 – Mail Rules
 - 18.1 – Legal or Privileged Mail
 - 18.2 – Packages
 - 18.3 – Books
 - 18.4 – Indigent Mail
- 19.0 – Tobacco/Nicotine
- 20.0 – Discipline
 - 20.1 – Minor Rule Violations
 - 20.2 – Major Rule Violations
 - 20.3 – Appeals
- 21.0 – Commissary / Checks
- 22.0 – Items Left at the Jail
- 23.0 – Day Rooms
- 24.0 – Exercise
- 25.0 – Requests
- 26.0 – Grievances / process
- 27.0 – Court Appearances
- 28.0 – Classification
- 29.0 – Addresses

INMATE PERSONAL CONDUCT

Section 1.0

- (1) You will conduct yourself in an orderly, quiet and professional manner. You shall treat others with utmost respect at all times.
- (2) Inmates shall not possess pictures depicting sexual acts.
- (3) Inmates shall not provide any false information to any deputy or mislead them in any manner.
- (4) You shall not communicate or attempt communication with inmates outside of your cellblock.
- (5) Inmates shall not make rude gestures, signs, gang signs, or commit any action that is in poor taste.
- (6) Inmates are not allowed to stand on bunks, toilets, bars, tables or anything other than the floor.
- (7) The Jail uniform is the only outer clothing allowed to be worn outside of your cell, and will be worn as designed. Clean undergarments may be worn, but underwire bras are not permitted. You must always be clothed except for the brief time changing and showering. You are not permitted to sleep or be in the Jail while nude or partially nude. No street clothes, except undergarments or those purchased from commissary, are allowed in Huber areas.
- (8) Any property intended for you shall be turned over to the Jail staff for inspection/approval.
- (9) Inmates shall not tamper with bars, windows, door locks, telephones, electric or plumbing fixtures. If a problem is identified, you shall immediately report it to Jail staff. Inmates shall not tamper with any monitoring equipment or devices; these devices assist in maintaining YOUR safety.
- (10) Inmates are not allowed to have money in their possession. Cash is not allowed in the secured locker. All money shall be turned over to the Jail staff at booking and deposited into your inmate account. Huber inmates will be allowed no more than \$100 in their secured locker.
- (11) Inmates are not allowed to transfer any money to other inmates.
- (12) Inmates are not allowed to order any canteen/commissary for other inmates.
- (13) Report any injury or medical problem to the Jail staff.
- (14) All requests for privileges, special requests, complaints, and other matters shall be made in writing and given to the Jail staff. Inmates shall not make special requests to chaplains, AA volunteers, literacy volunteers, or other volunteers providing services to the inmates unless a Jail Supervisor first approves the request. The request must include your name, cell #, cellblock and a legible and understandable description of the request. Any request written with profanity or in an unprofessional manner will be treated as a Rule Violation and dealt with accordingly.
- (15) Gambling is not allowed.
- (16) Inmates shall obey all Jail Rules, Court Orders, Federal, State, Local laws and Ordinances. Violation of any Rule, Regulation, Court Order, Federal Law, State Law, or Municipal Ordinance may result in criminal charges, segregation, or loss of any and all privileges afforded to you.
- (17) Inmates, inmate's lockers, cells and cell blocks are subject to search at any time. Law Enforcement Canines may be used in searches. Inmates may be moved to different cells, blocks or other areas during the search. Inmates are subject to being moved at any time.
- (18) You shall treat all property with care and will not interfere with the property of another while incarcerated.
- (19) If you harm another inmate while in Jail, you will be charged with a felony.

GENERAL RULES

Section 1.1

- (1) Lockdown- when any Deputy announces Lockdown at any time, all inmates shall immediately seat themselves on their assigned bunks and wait for their cell doors to be shut, after which the Deputy shall advise the inmates for the reason of the Lockdown status, if it is not a normal routine time for Lockdown. Any inmate not immediately complying with the announcement of Lockdown will be disciplined. Lockdown to individual cells will occur daily at 11pm, unless your classification or discipline dictates otherwise.
- (2) Headcount- when any Deputy announces Headcount at any time, all inmates shall immediately position themselves in a standing position directly outside the door of their assigned cell until the Deputy that announced Headcount has finished with the count and advises the inmates that the headcount is over. Any inmate not immediately complying with the announcement of Headcount will be disciplined.

INMATE MOVEMENT

Section 1.2

- (1) Inmates shall not walk anywhere unless escorted by a Jail Deputy.
- (2) Inmates are required to walk in front and to the right of the escorting Deputy.
- (3) Inmates will stand where they are directed to stand by the escorting Deputy.
- (4) Inmates will not stop while walking unless directed to do so by the escorting Deputy.
- (5) Inmates shall not go into any area they are not authorized to go.
- (6) Inmates shall stand on the red lines painted on the floor, when directed to stop in an area.

EMERGENCY CALL BUTTON

Section 1.3

There are emergency call buttons located throughout the Green County Jail. When an Emergency Call Button is pressed, the Emergency personnel running the Dispatch Center receive an alarm. It is very important for the safety of everyone in the Jail that these buttons are only pressed in the event of an emergency. False alarms to the Dispatch Center disrupt emergency functions for the entire county.

- (1) The use of the Emergency Call Buttons should be limited to matters of emergency or immediacy such as:
 - (a) Medical emergency or symptoms of a possible medical emergency or injury.
 - (b) Equipment emergencies, such as flooding, smoke, or a fire, or a serious malfunction of equipment.
 - (c) Mental Health emergency, such as suicidal thoughts, or if another inmate appears to be suicidal.

(d) Personal safety - emergency if you feel threatened or you observe a fight or persons about to fight.

(e) To report a serious Jail rule violation to staff.

(f) To report an illness that requires medical attention.

(2) Inmates will not be disciplined for reporting any safety or security concerns to staff, but false alarms or repeated alarms to concerns that have already been addressed by Jail staff may result in discipline. Pushing the emergency button for a non-emergency after being warned will result in discipline.

INDIGENT INMATES

Section 1.4

Pre-sentenced or pre-bail: If you are pre-sentence and/or pre-bail and you have no money in your property, or in your inmate account, you are considered indigent after a period of seven (7) days. If you receive money (more than \$10) while in Jail you will no longer be considered indigent until (7) days have passed since the first day you are without money.

Sentenced: If you are sentenced, non-working, not eligible for benefits, and do not have any money in your property or inmate account you are considered indigent after a period of seven (7) days. If you were considered indigent before sentencing, that status will continue without having to wait the seven (7) day period.

Huber: Huber inmates are not eligible for indigent status.

After being considered indigent you will be able to receive the following items without cost to you. You must submit requests for indigent items on request nights, using a request form. To receive additional toothpaste, toothbrush, shampoo, comb, or pen you must turn in the used item or container.

Indigent items: soap, toothpaste, toothbrush, shampoo, deodorant, comb, writing paper, pen, three (3) stamped envelopes

CONTRABAND

Section 2.0

Contraband is considered to be any item or items that are illegal to possess by State, Local, or Federal Law, or any item or items that are not authorized for possession by an inmate of the Green County Jail. Items considered contraband include but are not limited to the following:

(1) Any products containing alcohol

(2) Illegal drugs or any drugs not intended for that person

(3) Cigarettes, chewing tobacco or other tobacco products, vaping devices, matches, lighters or any items that can be used to produce a flame or spark

(4) Any newspaper, magazine or books that are not either from the Jail library or approved via subscription

(5) Leftover food or drink from meals

(6) Chewing gum

(7) Glass

(8) Paperclips and rubber bands

(9) Stockpiling of Jail issued items or Jail commissary items

(10) Medication or any supplement not administered by the Jail Deputies

(11) Any article not approved by the Jail

(12) Any type of weapon

(13) Any non-issued pen (Jail pens are the only pens allowed)

(14) Any staple not used for the intended purpose of holding papers together

(15) Any prescription medication that was not taken by the inmate it was dispensed to at the time it was dispensed

(16) Any pictures, drawings, outlines, or maps of the Jail

(17) Any tape, adhesive, glue, or similar substance

(18) Any item constructed that may be used to conceal any item, or used to injure another person

Any item used in a manner other than its intended manufactured purpose may be considered contraband. Ask an On Duty Jail Deputy if you have any questions concerning contraband items.

OFFENSES AGAINST PERSONS OR PROPERTY

Section 3.0

Offenses against persons or property may result in a disposition with up to ten days lock down per offense, or criminal charges. Inmates with Huber privileges may lose Huber privileges for up to five days per offense or have Huber privileges revoked or suspended. Offenses against other persons include but are not limited to the following:

(1) Assaults

(2) Fighting

(3) Sexual acts with others

(4) Threatening conduct

(5) Threatening anyone – including extortion, blackmail, and protection

(6) Theft

(7) Damage or destruction of property by any means

(8) Rioting

(9) Possession of money

(10) Possession of another person's property

(11) Writing on walls or furniture, attaching pictures to walls or furniture, covering lights, covering windows, covering monitoring equipment, or

defacing any County owned property.

(12) Harassment or Intimidation

(13) Inmates are not allowed to engage in simulated fighting, wrestling, pushing, shoving, tripping, or any act that may result in injury to another inmate.

(14) Obstructing the view of cameras or touching them in any way

(15) Tampering with any computer, television, camera, electrical or plumbing outlet, or telephone

(16) Exposing genitals, breast, or buttocks in a lewd manner to another inmate or staff

OFFENSES IMPEDING JUSTICE OR THREATENING SECURITY

Section 4.0

Offenses relating to impeding justice or threatening security may result in a disposition with up to ten days lock down or criminal charges.

Inmates with Huber privileges may lose Huber privileges for up to five days per offense or have Huber privileges revoked or suspended.

Offenses that impede the administration of justice or security in the Green County Jail include, but are not limited to:

(1) Lying or making a false statement

(2) Offering a bribe or anything of value to any official or staff

(3) Creating a disturbance (including a riot)

(4) Disobedience of any order, law, rule or regulation

(5) False alarm to an incident

(6) Pressing the emergency button for a non-emergency (Violations will be assessed on a case by case basis)

(7) Escape, attempted escape, or planning an escape

(8) Possession or introduction of weapons or explosives

(9) Setting a fire

(10) Tampering with any lock device or monitoring equipment

(11) Wearing or making a disguise or mask

(12) Being in an unauthorized area

(13) Failure to cooperate with a search of your person or property

(14) Failure to cooperate with prisoner count or attempting to create a false count

(15) Being in a cell or on a bunk that is not your own, allowing someone in your cell or on your bunk who is not assigned to it.

(16) Making annoying, threatening, or obscene telephone calls

(17) Making threats to Jail Staff or visitors

(18) Any inmate found to be in possession, wearing, manufacturing, distributing or being involved in gang related activities. Gangs are one or a group of inmates which threaten, intimidate, coerce, or harass other inmates or engage in activities which intentionally violate or encourage the intentional violation of Green County Jail Rules and Regulations.

(19) Failure to comply with an announcement of Lockdown

(20) Attempting to bring contraband into the Jail

OFFENSES AGAINST HEALTH, SAFETY AND MISCELLANEOUS

Section 5.0

Offenses relating to health, safety and other rules may result in a disposition with up to ten days lock down per offense and/or formal charges, Huber Law disposition with up to five days suspension of Huber Law and/or revocation of Huber Law and/or formal charges. Offenses against health, safety and other provisions include, but are not limited to:

(1) Creating a security, health, safety or fire hazard

(2) Possession or introduction of contraband

(3) Possession of narcotics, drug paraphernalia or alcohol

(4) Misuse of medication

(5) Being intoxicated or under the influence of alcohol/drugs

(6) Refusing to maintain and clean your cell, cellblock and shower area

(7) Failure to follow safety of sanitation regulations

(8) Failure to shower/bathe per rules or at the request of staff

(9) Alteration of food or drink or production of intoxicants

(10) Unauthorized contacts or visits with the public or friends

(11) Faking an illness/injury or any medical complaint/problem

(12) Gambling

(13) Possession of excess items

(14) Having bedding items (pillows, mattresses, blankets, etc.) out in day room areas or on the floor. All items are to remain in their appropriate places.

(15) Failure to make your bed/bunk

(16) Failure to wear the Jail uniform

(17) Possessing street clothes in blocks or cells (except undergarments)

(18) Covering your head with a blanket or any other article or item

(19) Flushing any item other than human waste or toilet paper down the toilet

(20) Causing the toilet to overflow or any fixture to flood the cell block or detention area

LIVING CONDITIONS

Section 6.0

Discipline and order are required at all times in Jail, all necessary measures to maintain them will be utilized.

- (1) Your cell and cell block shall at all times be maintained clean and neat. Your conduct, attitude, and cooperation will have a direct bearing on what privileges are made available to you. It is your responsibility to earn these privileges by obeying the Rules and Regulations and conducting yourself appropriately.
- (2) Inmates must do their share of daily cleaning and general housekeeping.
- (3) Inmates are required to make their beds (bunks) when not sleeping in them. Clothing and blankets will not hang down over the edge of the bunk. All personal items in your cell must be stored neatly and orderly.
- (4) All doors, beds, shelves, tables, floors, sinks and toilets shall be cleaned twice a week and kept as clean as possible on a daily basis. Materials needed for cleaning will be furnished and supervised by the Jail Staff. If you have a special need, use the request form to indicate such.
- (5) No items or pictures shall be placed on doors, walls, bunks or cell bars, except for mail and request forms that are approved prior to lock down. Accumulation of excessive amounts of newspapers, magazines and papers will not be permitted.
- (6) Tobacco use is prohibited in the Green County Jail. No inmate may possess matches, lighters, or any item to produce sparks, or any tobacco product, or vaping device at any time. Any items found will be disposed of and you will be disciplined.
- (7) No trash, food or other articles permitted on the floor at any time.
- (8) Writing, drawing, or scratching on any surface is prohibited. You are responsible for all damages/repairs.
- (9) Disruption caused by loud talking, whistling, profanity or obscenities is not tolerated.
- (10) Lock down is at 11:00 PM for all Security Classifications on the main side of the jail.
- (11) Inmates housed in Blocks B, C, D, E must sleep with their heads towards the bars. Inmates housed in Blocks F, G, H, I may sleep with their heads facing either direction. Heads are to be kept uncovered at all times, unless using a sleeping mask.
- (12) Television and radios must be kept at an acceptable volume level so they do not disturb others. Television and radio volume should be set at a volume low enough so they are not heard outside of your cellblock. Jail Staff may ask you to turn down the volume or take the device away if it is not used properly.

PERSONAL HYGIENE

Section 7.0

- (1) Each inmate shall shower upon admission to the Jail or as soon as reasonably possible. A Jail deputy may instruct you to take necessary action(s) to prepare you for the Jail if deemed necessary. All inmates shall be free of parasites and other problems that may interfere with the health and safety of others in the Jail. It is the responsibility of the Sheriff to manage the Jail and all reasonable force shall be used to gain compliance with these Rules/Regulations.
- (2) Every inmate shall shower at least once every other day, but preferably every day. Showers in the blocks are open between the hours of 5:30 AM and 11:00 PM daily.
- (3) Inmates shall keep their body and clothing free of offensive odors. Any Inmate who is not in compliance is subject to discipline and shall comply with all Rules/Regulations and sanitary requirements. Reasonable force will be used for compliance.
- (4) All hair shall be kept clean and well groomed. There is no specific regulation on length of hair; however, it must not present a health or security risk to you, other inmates, or Jail Staff. If problems exist, the hair will be cut to comply with the rules and regulations. Hairstyles that allow contraband to be hidden inside of the hair will not be allowed, such as "DreadLocks". Persons with "DreadLocks" may be required to have them cut off, depending on the size and shape of the "Dread Locks".
- (5) If there is a change in your appearance another photo shall be taken of you. Changes in appearance may include but are not limited to length of head hair or facial hair, or the removal of head hair or facial hair, or any combination of the two which does not match any pictures already obtained. A change in color of head hair or facial hair or any mark, scar or tattoo, will also be included.
- (6) Haircuts will be allowed Saturdays from 12:30pm - 2:30pm for main side inmates and Sundays from 12:00pm - 4:00pm for Huber inmates. Haircuts will take place in the dayroom. The clippers will be available for use on the following schedule:
1st Saturday of the month: G and I blocks
2nd Saturday of the month: F and H blocks
3rd Saturday of the month: D and E blocks
4th Saturday of the month: B and C blocks
Every Sunday of the month: Huber
There is no cost for a haircut. Disinfectant must be used to clean the haircutting equipment between inmates' use of the clippers. Any misuse of haircutting equipment will result in disciplinary action.
- (7) A disposable razor will be available through the request form for jury trials only. Shaving will take place in a single cell and the razor will be turned in within 15 minutes of issue. The request for a razor during a jury trial may be made daily, until the conclusion of the trial. Depilatory cream may be issued instead of a razor for safety or security concerns. Damage to or failure to return the disposable razor shall result in disciplinary, criminal, or civil action. Suspension of the privilege is likely for misuse. Supervised shaving, if necessary, will be at the convenience of the Jail Deputies, depending on the staffing and workload of the Jail.
- (8) There are exceptions for other Jail hygiene items being furnished. Exceptions include but are not limited to: your misuse of these items, health hazards, if you are suicidal, if you are a threat to other inmates or Jail Deputies, or if your use of these items threatens Jail security.
- (9) Inmates are not allowed to have any piercings. Any type of piercing jewelry will be removed when you enter the Jail. If you do not remove the piercing, it may be removed by Jail Staff. If necessary you may be taken to the Emergency Room to have a piercing removed. Inmates are not allowed to place anything whatsoever into any piercing hole after being admitted to the Jail. You will be responsible for payment of the bill from the Emergency Room. You will not be allowed access to piercing jewelry while out on Huber privileges.

CELL ASSIGNMENT

Section 8.0

Inmates will be assigned a cell upon their entry into the Green County Jail. No changes in cell or cell block assignment will occur without the authorization of a member of the Jail Staff. If an inmate desires a change in cell assignment, the inmate shall submit their request in writing to Jail Staff detailing their reason(s) for cell change. If issues arise that demand a cell change, such as being threatened or injured by other inmates, you must notify the Jail Staff immediately.

ISSUED ITEMS – LAUNDRY EXCHANGE – UNIFORM RESTRICTIONS

Section 9.0

All Inmates will be issued the following if incarcerated in the Green County Jail.

(1) Inmates shall not possess any more than the number issued of the following issued items:

1 mattress, 2 blankets, 1 sheet, 1 washcloth, 1 Jail Uniform Shirt, 1 Jail Uniform Bottom, 1 pair of Jail sandals, 1 roll toilet paper, 1 towel, 1 spork
Restrictions to being issued the above items include but are not limited to the following: if you are suicidal, if you threaten to destroy or damage issued property, if you are uncooperative, if you misuse the property, or if your use of the property disrupts the operation of the Jail.

(2) All inmates booked into the Green County Jail, will be issued, and charged for the following:

2 Bars of soap, 1 Shampoo, 1 deodorant, 1 pen, 1 toothbrush, and 1 tube of toothpaste, 1 comb, 3 pieces of paper, 3 pre-paid envelopes (with instructions for use) and basic feminine hygiene items (if needed) Exceptions to being issued the following include, but are not limited to the following: if you are suicidal, if you threaten to destroy or damage issued property, if you are uncooperative, if you misuse the property, or if your use of the property disrupts the operation of the Jail.

Inmates are allowed to wear their own undergarments as long as they are laundered on a regular basis, and they are not a hazard or a hygiene problem. Underwire bras, bikini, thong, g-string, or any underwear considered unacceptable by Jail Staff, will not be allowed. Jail Staff will inspect all underwear before an inmate is allowed to have them. Snaps, buttons, zippers, or drawstrings, are not allowed. Underwear with pockets is not allowed. Shorts cannot be worn in place of underwear, staff will determine if the item is shorts or underwear.

Schedule for laundry exchange:

Monday ----- B, C, D, E Blocks
Tuesday ----- F and H Blocks, Huber Dorm
Wednesday ----- G and I Blocks
Thursday ----- B, C, D, E Blocks
Friday ----- F and H Blocks
Saturday ----- G and I Blocks, Huber Dorm
Sunday ----- NONE

(3) Uniform, linen, and towel exchange for all blocks will occur on Wednesdays and Sundays. The timetable is subject to change and dependent on staffing demands and an outside vendor.

(4) Any misuse, waste, damage, marking or defacement of the issued property shall result in disciplinary action, criminal charges and/or cost to replace the property.

(5) Items permitted into the cell block include:

(a) Seven changes of undergarments – 7 pair socks, boxer underwear shorts or briefs, or panties and bra. These items will be laundered on a regular basis. Undergarments will be worn in compliance with their intended use, or will be removed. Undergarments may not have any zippers, snaps, buttons, or drawstrings. Bras may not have any under wires. (Jail Staff must label all undergarments) Any staff member can refuse to allow you access to undergarments they deem inappropriate for Jail.

(b) Religious articles – Bibles or Religious text (after inspected by staff)

(c) One (1) Religious medal or icon not exceeding two inches in diameter and height (If a religious medal or icon presents a security or safety hazard it will not be allowed)

(d) Photographs – Unframed, except for a paper folder. No Polaroid photos allowed. No obscene, nude or sexual photos allowed.

Limit of 50 authorized photos allowed (no larger than 5"x7") If you misuse them they will be taken away

(e) Envelopes, stamps and writing paper – A reasonable amount (Must be commissary or transferred from another correctional facility)

(f) Toothbrush – Jail issued or commissary purchase

(g) Toothpaste – Jail issued or commissary purchase

(h) Comb – Jail issued only

(i) Soap – Jail issued or commissary purchase

(j) Cup – Jail issued or commissary purchase

(k) Shower thongs – ordered through commissary

(l) Items purchased through commissary

(m) Sandals – Jail issued

(n) Court and legal papers – A reasonable amount of court and legal papers will be allowed. If the amount becomes unreasonable it will be removed. Papers stored in an inmate's cell cannot exceed the level sides of the storage bin. Excess papers will be stored in secured property.

(o) No items will be dropped off at the Jail except for socks, underwear, medically approved devices and a change of clothing (if applicable).

(p) Property in your assigned bin cannot exceed the level sides of the bin (cannot overflow the bin).

- (q) One (1) Wedding ring. No stones allowed. Smooth band or designed not to catch on items or present a safety hazard.
- (6) If any of the above items are misused they may be taken away from you. You may lose the privilege to that item permanently or for a certain amount of time. Jail Staff is required to inform you the length of time the privilege will be restricted.
- (7) Exceptions - The only permitted exceptions to the amount of items possessed include but are not limited to
 - (a) Items ordered off commissary
 - (b) Items specifically issued in extra amounts for medical concerns

Items issued by Jail Staff in excess of restricted amounts for reasons deemed necessary by Jail Staff. If you were issued an extra item, Jail Staff will document if you have been authorized to have that item. If there is no documentation you may lose the privilege of having an extra item or be disciplined.

PRIVILEGED CLOTHING

Section 9.1

Inmates will be allowed to have certain items of privileged clothing. The misuse of any privileged clothing will result in the privilege being taken away for the duration of your stay at the Green County Jail, and additional discipline may result.

- (1) 2 – White colored T-shirts. (Only 2 in total)(No “Tank Tops”) Must be ordered through commissary.
- (2) 1 – Long Sleeved White Colored Thermal Underwear Top. Must be ordered through the commissary.
- (3) 1 – White colored Thermal Underwear Bottom. Must be ordered through the commissary.

The inmate’s first and last name must be written on the clothing in black permanent marker above the left chest, if it is a shirt, on the waistband if it is a bottom. The writing must be in bold block letters, and will be written by Jail Staff. The clothing may not be exchanged between inmates or left for other inmates after release, or possessed by an inmate other than the inmate whose name appears on the privileged clothing. The privileged clothing must be purchased through the Jail commissary program. Inmates are not allowed to purchase privileged clothing for other inmates.

CLOTHING USAGE AND APPLICABLE AREAS

Section 9.2

- (1) Inmates must always wear the Jail-issued orange top and bottoms, except when changing clothes, or taking a shower.
- (2) Inmates must always have their upper torso covered with clothing, except when changing clothes or showering.
- (3) Inmates must always wear the orange Jail uniform shirt top and Jail uniform bottoms while outside of their cell and/or cell block.

UNDERGARMENTS

Section 9.3

You must always be clothed except for the brief time changing and showering. You are not permitted to sleep or be in the Jail while nude or partially nude. No street clothes are allowed in Huber areas. You are allowed seven (7) sets of undergarments in your cell. Undergarments can be any color, but they may not have any writing or images on them. Undergarments include bras, panties, underwear, and socks. All undergarments must have your name written on them to identify them as yours, if it is not possible to write your name on them you will not be allowed to have them while in Jail. Jail Staff can restrict you from having any undergarments that are not appropriate for Jail.

MEALS

Section 10.0

- (1) All inmates incarcerated in the Green County Jail will be served three (3) meals a day (breakfast, lunch and dinner) at approximately the times listed.

Breakfast ----- 5:45 AM

Lunch ----- 11:30 AM

Supper ----- 5:30 PM

These times may vary according to staffing levels and outside vendors.

- (2) Meals will be served on trays, with the occasional exception of paper, styrofoam, and plastic. Inmates shall get their own tray from Jail Deputies during meal times. Each inmate shall return their own tray with all utensils/cups to the Jail Deputies at collection time. All uneaten food is to be left on your tray. No accumulation of food is allowed in your cell or cell block area. Damage to trays or utensils/cups will not be tolerated and you shall be charged with criminal damage to property and the cost to replace the article.
- (3) Special diets will be provided for verified medical or religious reasons. Requests for such special diets must be submitted in writing to the Jail Staff upon admission. All such requests will be forwarded to the Jail Sergeant to be verified and completed.

TELEVISION

Section 11.0

- (1) Television may be restricted by Jail Deputies if cell blocks are not clean. It is everyone’s responsibility to keep his or her cellblock clean.
- (2) If inmates cannot agree on which program to watch, a vote will be taken and the majority will decide what is watched. If an agreement cannot be reached Jail Deputies may shut off the television.
- (3) The television must be kept at an appropriate volume. The volume must be low enough so it does not disturb others, or raises a concern with Jail Staff.
- (4) The television is a privilege and may be turned off at any time.

REMOTE CONTROL

Section 11.1

- (1) A remote control has been provided for inmates to control the television.
- (2) Inmates will not attempt to disassemble the remote control in any way.
- (3) Inmates will not remove the batteries from the remote control, or the battery cover.
- (4) Inmates will not fight over the remote control or channel selection.
- (5) Inmates will not throw or toss the remote control.
- (6) Inmates may never take the remote control into a cell.
- (7) The television and remote control are privileges, inmates are expected to treat them with respect, and inmates must share this privilege with all of their fellow inmates.

PHONE CALLS

Section 12.0

Inmates do not have the right to make phone calls. Phone calls are a privilege.

- (1) Devices are issued at booking. All calls made collect, by use of inmate funds or pre-paid by the person you are calling
- (2) Phone calls are directed only to the known person intended to be called.
- (3) No credit card or third party calls are allowed.
- (4) If the phone privilege is abused, calling may be restricted, switched off entirely for a period of time, or your phone privileges may be suspended or revoked.
- (5) Phone calls shall not contain any threats, profanity, or harassment. Phone calls shall not be inappropriate in any way. Nuisance phone calls are not permitted. Such calls will be terminated immediately and you will be subject to a charge under Wisconsin State Statute. Disciplinary action and/or additional criminal charges of contempt of court may occur if you place a call to an individual that you are prohibited from contacting or if you break any condition of probation or parole set forth while incarcerated in the Green County Jail.
- (6) The person being called must accept the telephone call. The instructions provided on the recording must be followed. If the person called rejects a call five (5) times, that phone number can't be dialed for 24 hours. It should be noted that answering machines might cause rejections.
- (7) If an inmate is prohibited from calling someone by court order, that phone number may be blocked. If someone does not want an inmate calling them, the phone number may be blocked from the Jail phones. You are not allowed to call anyone who has refused to accept charges or as directed by any order or the Jail Staff.
- (8) Calls may be blocked because of non-payment of phone bills.
- (9) Inmates are not allowed to call any staff member of the Green County Sheriff's Office while incarcerated in the Green County Jail.
- (10) Deputies will not deliver messages or take incoming calls for inmates, unless it is a verified emergency or a message from an attorney.
- (11) Inmates may be granted a phone call under special circumstances, but the request must be submitted to the Jail Sergeant in writing, on the standard request form, and approved.
- (12) Inmates will not tamper with or attempt to disassemble any device or use the device other than its intended purpose.
- (13) Inmates who abuse the phone privilege will be restricted on phone usage or lose phone privileges and may also be charged criminally.
- (14) Numbers are blocked for excessive use, non-payments, at the request of the called party, suspicion of fraud, third party calling, for matters of investigation, or any other reason deemed necessary. Inmates cannot request a number to be unblocked.
- (15) Phone calls are recorded, except those with an inmate's attorney.

LIBRARY/READING MATERIAL

Section 13.0

While in the Green County Jail you will have access to books from the jail library. The library list is on your hand held device and library request forms are located in the block. You are allowed 5 books signed out at a time. On your blocks specified day fill out a library request form with up to 10 books on the book list. The following day, as time permits and depending on Deputy availability, the available books will be delivered. Blocks B, C, D, E, and F will receive their books on Tuesday. Blocks G, H, I, and Huber will receive their books on Wednesday. All library request forms and books to be turned in should be placed on the bars before lock down the night before delivery. You will be charged for any missing or damaged books and/or be disciplined.

MEDICAL CARE

Section 14.0

Any medical emergency should be reported using the silver emergency button located in each block's dayroom. Any other medical issues or concerns should be reported using the sick call form. Place all sick call forms on the bars prior to lockdown at 11:00 pm. Jail medical will charge a \$10 fee for seeing the nurse. Any medications that are prescribed will also be charged at \$10 per medication per month. All charges are decided by jail medical. The nurse will see any inmate that has submitted a sick call slip on her next working day. All working Huber inmates must submit a sick call form to be approved by jail staff and jail medical before setting up any outside medical appointments.

MEDICAL PAYMENT RESPONSIBILITY

Section 14.1

Per Wisconsin State Statute "The Sheriff may charge a prisoner for the cost of providing medical care to the prisoner while he or she is in Jail or house of corrections. If the Sheriff . . . maintains a personal money account for prisoners' use . . . the Sheriff or other keeper may make a deduction from the account to pay for charges under this subsection".

Regardless of whether the medical care is provided in or out of the Jail, inmates of The Green County Jail shall be held responsible for payment

of any and all medical expenses that are incurred during their incarceration. This is inclusive of, but is not limited to, medical, dental, psychiatric, prescription drugs, etc.

If an inmate has any type of insurance available, it is the inmate's responsibility to make the medical service provider aware of the insurance and all respective insurance numbers. If an inmate has funds in trust accounts in the Green County Jail, the inmate's account will be debited for the payment of any and all medical care, which includes but is not limited to, doctor, dental, pharmaceutical, hospitalization, psychiatric, diagnostic, and other medical care expenses that are incurred.

No inmate will be denied emergency medical care due to lack of funds or indigence, but will be responsible for any and all costs incurred.

(1) At the time you were booked into the Jail, you were asked about your medical background. Failure to advise Jail Staff of any medical needs or problems may delay you in getting proper medical treatment. If you have a communicable disease, advise the Jail Staff immediately so we can treat you accordingly. It may save YOUR life.

(2) Inmates injured while incarcerated shall immediately notify the Jail Deputies on duty.

(3) If you have any type of insurance, medical assistance, or other compensation or benefit, it is your responsibility to advise the medical service provider of your insurance, and if applicable, all respective insurance numbers.

(4) Only authorized emergency medical and emergency dental care will be provided. All other medical needs will be evaluated on a case by case basis by the Nurse, Jail Sergeant, or Jail Administrator for approval.

(5) The Nurse, Jail Sergeant or Jail Administrator must approve non-emergency medical care outside the Green County Jail. All medical appointments must be made by Jail Staff.

(6) Prescribed medication will be delivered at approximately 9:00 AM and 9:00 PM or when ordered by jail medical. Inmates are responsible to check the medication dispensed to them for accuracy of type and dosage.

(7) Inmate's requesting to see the Nurse will be assessed a \$10.00 co-payment (subject to change) toward their inmate account. If you do not have funds in your account, your account will maintain a negative balance. Any negative account will stay on file until the account is paid. Only inmates requesting visits to see the Nurse will be charged the \$10.00 co-payment (subject to change). All inmates are responsible for payment of medical, dental, psychiatric, prescriptions, diagnostic, or other medical services.

(8) Any negative account will stay on file until it is paid. 25% of any money brought in or received will go to pay all negative accounts first and prior to any commissary privileges. Any outstanding or prior negative accounts will be on file and any return with money will go toward the negative account until it is paid in full. If Huber Board fees are owed, all funds will be used to pay Huber Board, as Huber Board takes priority over commissary.

(9) Upon release you will be informed of any outstanding debt. You will have 30 days to pay or you may be subject to a civil suit for all unpaid debt.

VISITATION

Section 15.0

(1) Visitation is conducted using your hand held device. Our visitation provider is Reliance Telephone.

(a) Free, on site, public visits are allowed on Saturday and Sunday from 8:00am-11:00am, 12:30pm-4:00pm and 5:30pm-8:00pm. Your visitor(s) can come to the Green County Jail and check in at the front window. Free, public visits are once per day per person and are on a first come first serve basis.

(b) Paid (not on site) visits are allowed 7 days a week from 8:00am-11:00am, 12:30pm-4:00pm and 5:30pm-8:00pm. Your visitor(s) can schedule their paid visit by going to reliancetelephone.com and setting up an account. There is a cost associated with this visit. Your visitor will need to contact Reliance for current rates.

(2) Visitors under the age of 18 must be accompanied by an adult.

(3) A spouse who is under the age of 18 may visit his or her spouse, with proper identification and proof of marriage.

(4) All visitors must have proper identification, which includes one of the following: a valid State driver's license, a State picture identification card, military ID, high school/college ID, employment ID or a passport. A birth certificate is not a valid form of identification. If under 18 no ID is required but must be accompanied by an adult with ID on the inmate's visitor list.

(5) Visitation shall not be allowed without proper identification.

(6) Visits will be terminated immediately if the visitor or inmate becomes disruptive, disorderly or unruly. Visitors who appear to be under the influence of intoxicants or drugs or are known to have a contagious disease will not be allowed to visit. Visitors shown to constitute a threat to the facility or may disrupt the operation of the facility will not be allowed to visit. Visitors who fail to keep children under control and from disrupting other visitors will be asked to leave. Children under 12 years old cannot be left in the lobby alone. Visitors who refuse to obey Jail Deputies or who violate any visitation rule will be asked to leave and may be charged criminally. Visitors must have appropriate clothing, e.g. no sheer tops or gang colors. There will be no more than two visitors per inmate allowed in the visitation booth, at one time.

(7) Designated visitors, who have had prior violations of visitation rules, will not be allowed to visit the Green County Jail due to security and operation reasons.

(8) Former inmates of the Green County Jail may be refused to visit inmates if they are considered to be a risk to Jail security or control. The Green County Jail reserves the right to refuse any visit if it risks compromising security or control.

(9) Smoking is not allowed during visitation. No food or drink is allowed in visitation. No written correspondence will occur or exchange during visitation.

(10) Visitors are subject to search upon entry to the facility at the discretion of the Jail Staff. If a visitor refuses to comply with a search request, they will be asked to leave the facility.

(11) Visitors are allowed one free, public visit per weekend day.

(12) All visits are no contact.

(13) Should an inmate desire visitation hours outside the set schedule, an inmate may submit a written request to the Jail Sergeant or Jail Administrator/Lieutenant with a detailed explanation as to why special circumstances are necessary. The request must be made 24 hours in advance.

(14) All visits must be authorized by Jail Staff. Huber inmates are not allowed to have visits while away from the Jail on Huber privilege.

(15) Visitation may be canceled by staff at any time without notice, due to Jail activities, safety or security concerns.

(16) Cell phones, computers, tablets, etc. are not allowed to be used, in the facility, during visitation. Jail staff will not be responsible for visitor property.

OFFICIAL VISITS

Section 16.0

- (1)Attorney visits will be allowed during reasonable hours, based on staff availability and facility space. Due to the workload of Jail Staff, no visits will be allowed from 11:15AM to 12:30PM, 4:15PM to 6:00PM and 10:00 PM to 8AM daily. Attorney visitation is not allowed during regular visitation hours.
- (2)Attorneys should contact the Jail to arrange visitation time. Failure to do this may result in denial or delay of the visit.
- (3)Attorneys unknown to the Jail Staff must produce photo identification and their State Bar identification card.
- (4)Attorneys must sign the form provided by the Jail Staff prior to their visit.
- (5)Attorneys may be searched. If an attorney refuses to comply with the search request, they will be asked to leave the facility.
- (6)All books, brief cases and papers are subject to search.
- (7)Attorney visitation is not audio monitored but is subject to visual observation and monitoring.

RELIGIOUS SERVICES

Section 17.0

- (1)Inmates have the opportunity, on a voluntary basis, to practice their religion to the extent that is practical, reasonable and does not infringe upon Jail Rules and Regulations.
- (2)Inmates, upon request, may have use of a Bible, Koran, or other religious text approved by the Jail Administrator.
- (3)Inmates may receive, upon request, religious ministries and sacraments according to their faith. These requests will be forwarded to the Jail Chaplain on call. Every effort will be made to meet this request as long as it is practical, reasonable and does not infringe upon Jail rules and regulations. Chaplain visits can be requested through the request form. Alcoholic beverages will not be permitted as part of a religious practice.
- (4)Inmates may keep on their person or in their cell religious items that are consistent with Jail Rules and have been approved by the Jail Staff.
- (5)Marriages will not be allowed.
- (6)Bible Study Times: Males-1PM-2PM Thursday / Females-2PM-3PM Thursday
- (7) One on one chaplain services are every Tuesday starting at 9:45am
- (8)If you have any questions concerning religious services, ask the on-duty jailer.
- (9)Chaplain and Bible Study services are conducted at chaplain availability.

MAIL RULES

Section 18.0

- (1)Letters, papers, notes or any correspondence between inmates incarcerated in the Green County Jail is prohibited. Inmates shall follow Mail Rules and Regulations of the Green County Jail. Failure to do so will result in loss of mail privileges.
- (2)All outgoing correspondence written by an inmate will be sent through the U.S. mail. All correspondence received by an inmate will be received through the U.S. mail to the Green County Jail.
- (3)All outgoing mail will be left unsealed with proper postage attached to the envelope at the same time with the regular request slips. Paper & pen will be provided. Postage stamps must be obtained through the Jail commissary.
- (4)Inmates will not solicit "junk mail" or club memberships other than the two subscriptions allowed. All subscriptions must be approved by Jail Staff, prior to enrollment.
- (5)All mail will be unsealed and inspected to prevent:
 - (a)Threats against a person
 - (b)Suicide threats
 - (c)Escape plans
 - (d)Requests for illegal contraband
 - (e)Conspiracy to commit a crime
 - (f)Threats to the security/operation of the Jail
- (6)Money received via mail will be turned over to your commissary account. If a check is returned for insufficient funds, you are responsible for any and all insufficient funds and it may affect your privileges such as Huber Law.
- (7) Outgoing mail will be placed on bars near the food pass slots prior to lock-down.

PRIVILEGED MAIL

Section 18.1

- (1) Privileged mail is any written material between an inmate and his/her licensed attorney or other individuals providing legal assistance. Privileged mail must be marked so that Deputies are aware of its privileged status. Privileged mail will be delivered to the inmate and opened and inspected in their presence. The Jail Deputy will show the inmate the contents of the mail. If contraband is not detected, the mail will be turned over to the inmate. Official mail sent by Court Clerks, Judges, or other Criminal Justice entities is not privileged.
- (2)Inmates are not allowed to mail written correspondence to any Green County Sheriff's Office employees at their home address. Inmates are not allowed to contact any law enforcement agency outside of the Jail without permission.
- (3)All inmates' outgoing mail will have the following return address, written in the left hand corner of the envelope:

Your full name
Green County Jail
2827 6th Street, PO Box 473
Monroe, WI 53566

Your mail will not be sent unless you have the proper return address and proper postage. No artwork on the envelope, no extra writing other

than the address of the sender and the receiver on the envelope is allowed. No lipstick marks, perfume, or strong scents are allowed.

(4) All incoming mail must be addressed with the following:

Your full name
Green County Jail
2827 6th Street, PO Box 473
Monroe, WI 53566

(5) All incoming mail must have a return address on it containing the following: the sender's name, address, city, state and zip code. Failure of incoming mail to be addressed as such may result in you not receiving it, or a delay in you receiving your mail. Make your respective correspondents aware of these requirements immediately. Any envelopes with extra writing, pictures, lipstick, or odors, will be discarded. Inmates will be advised to tell the sender not to include such things in mailing or mail will be returned to sender.

(6) All inmate mail is logged in and out by date and time and from whom by Jail Staff. If an inmate is outside of the Jail, the inmate shall not mail or receive correspondence.

(7) Mail services are not normally available on weekends or holidays. There may be days when mail is not picked up or mailed because of staffing, weather or other situations.

(8) Jail Staff distributes mail as soon as it is received, logged, and inspected depending upon their time and workload.

PACKAGES

Section 18.2

(1) Any mail containing items other than paper letters, cards or photographs are considered packages.

(a) Inmates are not allowed to receive any packages through the mail.

BOOKS

Section 18.3

(1) Inmates are not allowed to receive books through the mail.

(2) Contraband discovered in the mail (incoming/outgoing) shall be removed and will result in disciplinary and/or criminal charges to you and the sender.

INDIGENT MAIL

Section 18.4

(1) Indigent inmates do not have the right to free unlimited postage.

(2) Privileged mail is the only unrestricted postage mail. However, privileged mail may be restricted if it becomes excessive.

(3) Indigent inmates will be provided with three (3) indigent postage-paid envelopes per week when requested on a request slip on Sunday night.

(4) Any employment applications must be sent using the three (3) indigent postage-paid envelopes.

(5) If you are not indigent you will not be provided postage.

(6) Indigent postage requests must be made on Sunday night, by using a request form.

TOBACCO/NICOTINE

Section 19.0

To promote the health, safety and well-being of persons housed, working and entering the Jail facilities, tobacco or nicotine products, vaping devices, and lighting materials shall not be allowed into the Sheriff's Office.

The Green County Jail is a Tobacco/Nicotine Free facility. Using tobacco/nicotine products or vaping devices in the Jail, visitation or lobby areas is not allowed.

(1) Tobacco/nicotine products, vaping devices, and lighting materials are contraband. Possession of these items is a violation of Jail rules.

(2) If tobacco/nicotine products, vaping devices, or lighting materials are found to be in your possession, or in your housing area, you will be subject to disciplinary action and/or criminal charges.

(3) You may not store tobacco/nicotine products, vaping devices, or lighting materials in the Jail or on Jail grounds. Any tobacco/nicotine products, or vaping devices found inside or outside the Jail grounds will be destroyed. Any evidence found linking you to these items will result in disciplinary action and/or criminal charges. Vehicles are exempt from this rule.

(4) If you are on Huber Privilege and you are discovered bringing tobacco/nicotine products or vaping devices into the Jail, your Huber Privilege will be revoked.

DISCIPLINE

Section 20.0

Ignorance of Jail Rules and Regulations will not be considered an adequate excuse if a rule infraction occurs. It is your responsibility to ask the Jail Staff to explain any rules that are unclear to you.

These rules and regulations shall govern your conduct in all cases. When your behavior violates a law, charges will be filed and/or Jail disciplinary action may be taken against you.

If you have Huber privileges, a violation may result in you not being allowed to leave the facility for work until an investigation and hearing into the matter is conducted, or your Huber privileges may be revoked.

In accordance with the severity of rule violations, jail discipline is progressive. Past behavior and rule violations will be taken into account during disciplinary hearings and deciding penalties.

MINOR RULE VIOLATIONS

Section 20.1

A minor rule violation is any rule violation that may result in a minor discipline or a combination of the following:

- (a) A verbal or written reprimand.
- (b) Restriction of privileges for 24 hours or less.
- (c) Placement in punitive segregation for 24 hours or less.

Jail staff will inform you of the violation, the potential discipline, and the disciplinary procedures for minor violations.

You will be given the chance to make a verbal statement about the alleged violation to the staff member.

Jail staff may impose a minor discipline if found that a violation did occur.

A Jail Sergeant will be informed and will review the incident and discipline. The Jail Sergeant may then change the violation to a major violation, dismiss the charge depending on their findings, or uphold the discipline given.

You have the right to appeal the Jail Sergeant's decision.

Information about the incident, the discipline given, and the supervisor's decision shall be placed in your file.

There will be no hearings for minor rule violations.

MAJOR RULE VIOLATIONS

Section 20.2

A major rule violation is any rule violation that may result in a major discipline or a combination of the following:

- (a) Restriction of privileges for more than 24 hours.
- (b) Placement in punitive segregation for more than 24 hours.
- (c) Loss of good time up to 2 days per violation.
- (d) Restrictions affecting your Huber law privileges.

Jail Staff that observes a major rule violation will submit a report within 24 hours of the incident to a Jail Sergeant. You will be notified of the charges and your right to a hearing at least 24 hours in advance of your hearing. You may waive the time requirement. You will be given a due process hearing, unless you decide to waive it, within 7 calendar days. You may waive the hearing in writing at any time. If you decide to waive the hearing it will be handled as a minor rule violation except that a major discipline may be imposed if a violation occurred.

An impartial hearing officer shall conduct the due process hearing.

You have a right to be at the hearing, make a statement, and present relevant evidence. If you refuse to attend or disrupt the hearing, it can be held without you being present.

A hearing officer may hear a witness without you being present if there is a threat of bodily harm to the witness. You may present any relevant witness whose testimony is not cumulative of other evidence unless safety of witness or jail security is threatened.

If you request a staff advocate, one will be made available to you. The advocate will help you understand the charges and prepare a defense.

The hearing officer shall issue a written decision which shall state the discipline. You shall receive a copy of the decision before discipline is administered.

You have the right to appeal the hearing officer's decision.

Information about the incident, the discipline given, and the supervisor's decision shall be placed in your file.

APPEALS

Section 20.3

You have the right to appeal any rule violation decision. All appeals must be submitted in writing within 24 hours. For minor rule violations submit the minor rule violation form you received with the appeal section signed. For major rule violations submit an appeal by using a general request form. Appeals will be decided by a Jail Sergeant or forwarded to the Jail Administrator.

COMMISSARY/CHECKS

Section 21.0

(1) Commissary orders should be placed on Tuesday nights prior to lockdown and will be delivered on Wednesdays, with the exception being holidays. The Jail Staff will notify inmates of any change of ordering and delivery dates.

(2) There are certain limits on items and they are listed on the order sheet. These are subject to change.

(3) Inmates are not allowed to purchase commissary items for other inmates.

(4) Commissary is a privilege. Any misuse of items purchased through commissary or any Jail Rule violation, may result in suspension and/or revocation of commissary privileges.

(5) Commissaries may be restricted for medical reasons.

(6) If you are released prior to receiving a commissary order, the items will be stored for seven days. After seven days the items will be disposed of. If released, you may pick up your items by calling the Jail (608-328-9598) prior to the seventh day to set up a time to pick up your items.

(7) Personal expense checks may only be requested in writing on a request form on Sunday evenings prior to lock-down. Personal checks will be available on Monday. This may vary according to staffing levels and Jail workload as well as vendor service. Personal hygiene items, stamps, etc. can be purchased through the commissary, providing you have appropriate money in your account and your account is in good standing. You will be charged \$3.00 for any checks not requested on Sunday.

(8) Inmates will not be allowed check privileges if there is no money in their account, or if the account shows a negative balance. Inmates are

not allowed to have checks processed for other inmates.

(9) If you have incoming expenses, such as medical bills, or other items that will be added to your debt, you will not be allowed to write out checks.

(10) The \$3.00 surcharge will be waived for child support payments, warrant payments, fines/fees, and/or court payments.

ITEMS LEFT AT THE JAIL

Section 22.0

The Jail is not responsible for articles left by inmates for more than thirty (30) days after their release. You must make arrangements, prior to your release, if you need the Jail to store your items on a temporary basis. The Jail will not store or keep any perishable items. You must make arrangements with the Jail Staff to arrange pick up for your items prior to the thirtieth day. You can contact the Jail at 608-328-9598 for arrangements. Failure to make arrangements or failure to pick up at the arranged date and time will result in the disposal of your items. If you know you will be transferred to another facility you must fill out a property release form authorizing a designated person to pick up your property. Deputies will make 3 attempts to contact that designated person before the property is destroyed, after 30 days.

DAY ROOMS

Section 23.0

All inmates are responsible for cleaning the day room, shower areas, and if applicable, walls and bars of the cellblock they are in. This will be done on a weekly basis along with your individual cleaning. The day room areas shall be kept neat and clean at all times. Any damage or defects should be reported to a Jail Deputy.

EXERCISE

Section 24.0

Exercise will take place in your assigned day room area of your cell block during non-lock down hours. There is no outside exercise area. Exercise is allowed in the recreation room on Saturdays. Recreation will be announced in each block. No response will be considered a refusal. Special recreation items may be available for use. A request form should be submitted Friday night requesting use of the recreation items if available.

REQUESTS

Section 25.0

(1) All requests will be filled out on appropriate forms. Such forms will be placed on bars, near the food pass slots, prior to lockdown. Jail Staff will fill general requests as time permits based on workload.

(2) Requests must contain your name, cell number, cellblock area and what the request is for. Requests must be legible and contain no profanity or slang terminology. Failure to comply with these rules will result in your request not being filled/accepted. No late requests will be accepted.

GRIEVANCES

Section 26.0

Whenever possible, you should attempt to resolve complaints by discussing the issue with a Jail Deputy or submitting a request form. In the event that your concern is not resolved a grievance form should be requested. Request a grievance using a regular request form. You should ensure that the form is completely filled out before submitting and should state the concern as well as the desired resolution. Any grievance should be submitted within 14 days of the incident. Place the grievance on the bars before lockdown at 11:00 PM. A grievance may be returned to you under the following conditions:

- (1) Contains more than 1 issue
- (2) Contains profanity, vulgar or abusive language, threats or misleading information
- (3) Not submitted within 14 days
- (4) Submitted on behalf of another inmate
- (5) Is a group grievance
- (6) Is about a disciplinary hearing (Discipline hearings have their own appeal process)
- (7) Abusing the grievance process or using it to be a nuisance
- (8) It is not signed
- (9) The resolution is beyond the Jail's control
- (10) Does not concern an issue where you were personally affected.

Process;

(1) ALL grievances will first be resolved by a Deputy. Deputies will determine if the grievance has merit. Within 5 days of receipt of said grievance, a Deputy will answer the grievance outlining steps to be taken.

(2) If you request an appeal to the grievance you must within 5 days make a written request;

- (a) Mark the top of the grievance form and check the appeal portion
- (b) Place the grievance on the bars to be picked up prior to lockdown
- (c) Include all relevant information for the Corporal to make a decision.

(3) Upon receipt your appeal will be answered by a Corporal. The Corporal will ensure the grievance has merit. The Corporal will confirm, supplement and/or rewrite the Deputies initial answer to the grievance. The appeal will be returned to you within 5 days after the the Corporal receives it.

(4) If the Corporal's answer / resolution is not acceptable within 5 days, you may request an appeal to the Sergeant by placing the

words, "Appeal to the Sergeant" on the top of the grievance form. Place it on the bars prior to lockdown.

(5) Upon receipt your appeal will be answered by a Sergeant. The Sergeant will ensure the grievance has merit. The Sergeant will confirm, supplement and/or rewrite the Deputies initial answer to the grievance. The appeal will be returned to you within 5 days after the the Sergeant receives it.

(6) If the Sergeant's answer / resolution is not acceptable within 5 days, you may request an appeal to the Jail Administrator by placing the words, "Appeal to the Jail Administrator" on the top of the grievance form. Place it on the bars prior to lockdown.

(7) Within 5 days of receipt by the Jail Administrator, the grievance answer will be affirmed, supplemented to and or rewritten.

(8) If you are still unsatisfied, you may appeal the Jail Administrator's answer. Within 24 hours of the Jail Administrator's answer you will write "Appeal to the Sheriff" on the form and place the grievance and all other relevant information on the bars prior to lockdown and it will be delivered to the Sheriff. The Sheriff shall affirm, supplement to and or rewrite the Jail Administrator's answer to the grievance.

(9) The Sheriff's answer is the final step.

COURT APPEARANCE

Section 27.0

(1) Inmates taken out of Jail for court will wear their uniform. You are not allowed to wear street clothes in court. The only exception will be by the order of the Judge and/or for jury trials. Huber privileged inmates will be allowed to change into street clothes for court appearances.

(2) Un-sentenced/probation-parole inmates, who are escorted out of the Jail for any reason, will be escorted in Jail uniforms, handcuffs and shackles.

(3) Inmates transported to other facilities on writs outside of Green County, who will be returned to the Green County Jail, will wear their Jail uniform, unless the wearing of street clothes is authorized by the transporting agency picking up the inmate.

(4) If you have a court appearance, you will be prepared to depart a short time before your scheduled court appearance. It is your responsibility to notify the Jail of any and all court appearances 48 hours in advance by using the request form. Any court appearance other than the Green County Circuit Court shall require a writ by that court for your appearance. Some courts, by order of the Judge, will allow a video appearance.

CLASSIFICATION

Section 28.0

The Green County Sheriff's Office uses a classification system in order to determine the housing assignments for inmates. This classification system is an objective system that uses an inmate's current charges, past criminal history, and past and present Jail behavior to determine housing assignments and privileges.

Within approximately the first 72 hours, a member of the Jail Staff will conduct an interview with you. Your cooperation and honest responses to the questions that will be asked is expected. Your responses to the questions will be written down on the standard interview form used. At the completion of the interview, a copy of the interview form is available to you if you request it.

After the above information is processed, you will receive a notice as to your primary classification and subsequently be moved to a housing area designated for your particular classification. If you wish to appeal your classification, you must do so in writing within five (5) days of the classification. In your written appeal, you will need to explain why you believe you are not classified properly. You will receive a written response as to the outcome of your appeal.

After your primary classification is complete, your classification will be periodically reviewed, every thirty (30) days if applicable. During this time, any changes to your charges or your behavior in the Jail will be taken into account. Generally, compliance with Jail staff orders and the Jail's Rules results in a lower classification, thus more privileges for those inmates. Violations of Jail Rules and or the addition of charges generally result in a higher classification, thus a reduction in your privileges. When you are classified, you will receive a notice as to the status of your reclassification. If your classification changes, you will be moved to an appropriate housing area. If you wish to appeal your reclassification, you must follow the procedure outlined above.

A classification review is conducted for inmates in Minimum and Medium Classifications every thirty (30) days.

A classification review is conducted for inmates in Maximum classification every seven (7) days.

If your Huber privileges are revoked for any reason you will automatically have a classification review.

ADDRESSES

Section 29.0

Public Defenders
1720 10th Street, Unit 106
Monroe, WI 53566

Green County Courthouse
2841 6th Street
Monroe, WI 53566

Probation and Parole
2841 6th Street
Monroe, WI 53566

The Sheriff of Green County reserves the right to establish additional Jail Rules and Regulations to conform to Wisconsin State Law, Federal Laws or local ordinances and/or to ensure that the Green County Jail is operated in a secure, smooth and efficient manner.

Approved by Corporation Counsel, Sheriff and Jail Administrator.

12/22/25