



# **RULES AND REGULATIONS OF THE ONEIDA COUNTY JAIL**

## **ONEIDA COUNTY JAIL**

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## **Huber Office**

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## **PREFACE**

In accordance with Wisconsin State Statutes and the Department of Corrections (DOC) Administrative Code, the Mission of the Oneida County Jail is to safely and securely confine individuals in the least restrictive environment consistent with behavior, adjustment, special needs, and severity of charges.

While in custody at the Oneida County Jail, inmates will be expected to follow the rules, which have been set forth for the purpose of maintaining proper custody and control, and ensure the safety of the inmate population.

The purpose of this booklet is to make inmates aware of the rules of the facility, as well as the type of behavior that will be required of them while in custody. This is an informational resource outlining inmate privileges. If an inmate has questions or does not understand the information provided, they should ask an Oneida County Jail corrections staff member for clarification.

## **HYGIENE**

Upon admission to the Oneida County Jail, an inmate will be issued:

- Two Jail uniforms
- One blanket
- One pair of socks
- Undergarments
- One pair of jail clogs

After 24 hours at the Oneida County Jail, an inmate will be issued:

- Two sheets
- Two towels
- Three pair of socks
- Hygiene products
- Combination lock (dorm side only)
- Property bag (secure side only)

Participation in the laundry exchange schedule is mandatory. An inmate will not skip laundry exchange because their items are still clean. If for any reason an inmate needs an item exchanged before the scheduled laundry exchange, they should contact an Oneida County Jail corrections staff member and clean items will be issued at the discretion of the corrections staff.

The secure side of the Oneida County Jail will exchange towels, socks, underwear, uniform top and bottom on Saturday and Wednesday. Sheets will be exchanged on Saturday.

The dorm side of the Oneida County Jail will exchange towels, socks, underwear, uniform top and bottom on Sunday and Thursday. Sheets will be exchanged on Sunday.

The secure side of the Oneida County Jail will exchange blankets on the first Saturday of the month. The dorm side of the Oneida County Jail will exchange blankets on the first Sunday of the month.

Hygiene and jail supplies are passed out on Thursday night. Toothbrushes and combs will be offered on Tuesday and Friday during razor pass. The inmate is responsible for obtaining their own supplies.

### Hygiene Rules

1. Each inmate is responsible for the items he/she is issued or in possession of, and will be held financially responsible for any misuse, damage, or loss.
2. Inmates must shower at least twice a week. Showers will be offered from 6:30 a.m. to 10:00 p.m. for all classifications except maximum. Maximum classification inmates will have access to the showers during their designated hour out. If an inmate chooses to go to any programming during those times, they must be available. If an inmate is in the shower, they will not go to the programming being offered. If an inmate is in the shower when meals are passed out, inmate may not be fed.
3. Inmates must wear their complete jail uniform properly at all times unless exercising or authorized by Oneida County Jail supervisory or administrative staff. Female inmates must wear their full uniform at all times.
4. Razors, fingernail clippers, and toenail clippers will be offered on Tuesday, Friday, and court day. The inmate must place this request on their request form the night before their court date. Razors must be returned in the same condition they were issued.
5. Cleaning supplies will be made available daily. The cellblock must be cleaned to the satisfaction of the corrections staff. If the cellblock does not meet the satisfaction of the corrections staff, the television will be turned off until the next cleaning day.

### CONTRABAND

Contraband is defined as any item or substance which cannot legally be in the possession of an inmate or which is forbidden by Oneida County Jail policy. While in the Oneida County Jail, the following items will be allowed in an inmate's cell and are not considered contraband:

Comb	Commissary items
Bible	Deodorant
Toothbrush	Toothpaste
Books (Six total)	Puzzles (by classification)
Magazines (by classification)	Pencils
Shampoo	Paper

A reasonable amount of mail may be allowed in the inmate's cell. If there is an overabundance of commissary or permissible items in the inmate's cell, which could be construed as a security, fire, or health hazard, Oneida County Jail corrections staff may instruct inmate to move some of the property to their locked property storage area. When an inmate requires the use of an item, they may request such property be released to them once per week.

Special permission to have items that are not listed above in possession of inmate while within the confines of the Oneida County Jail can be requested from the Oneida County Jail supervisory or administrative staff.

### Contraband Rules

1. Inmates cannot possess any type of contraband. Inmates cannot bring or attempt to bring contraband into the Oneida County Jail.
2. Except for canteen items, no food items are allowed in cells.
3. Inmate must eat meals at the tables provided for that purpose. Inmates must be fully clothed when retrieving and while eating meals.
4. No jewelry is allowed. (Exception may be made for PLAIN wedding band if legally married.)

5. No excessive bedding or clothing allowed.
6. No homemade item that is not approved by corrections staff is allowed.
7. The Oneida County Jail is a tobacco free facility.
8. Polaroid photographs are not allowed.
9. No inmate shall possess or use any substance that may affect his mental or physical functions unless Oneida County Jail staff lawfully dispenses such substance.
10. No inmate shall make or possess any instrument that could be used as a tool for escape or as a weapon.
11. No inmate shall keep in his/her possession any kitchen issued eating utensil.
12. No personal electronics are allowed in the Oneida County Jail, except those sold on canteen.
13. Inmates may not use a second mattress unless approved by the Oneida County Jail nurse or corrections staff.
14. Inmates must take medications in the presence of medical staff or corrections staff, and allow the staff to verify that inmate has swallowed the prescribed medication.

### **CONDUCT**

General rules of conduct have been adopted to provide for the safety and security of the Oneida County Jail. An inmate's conduct will have a direct result in their classification status. Good conduct may cause a reclassification to a less restrictive classification. Conduct resulting in discipline may result in reclassification to a more restrictive classification.

#### **Conduct Rules**

1. Inmates cannot change their bunk assignments without permission from corrections staff.
2. Personal items are to be stored in green bags on the secure side.
3. Bedding is not to be removed from the cell into the dayroom.
4. Inmates are not allowed to gamble.
5. Inmates cannot alter, in any way, the condition of the walls, locks, windows, vents, or any other fixture or equipment at the Oneida County Jail. No inmate shall, in any way, deface, damage, alter, or destroy Oneida County Jail property or the property of another inmate. Violation of this rule may result in criminal charges.
6. No light or air vent will be covered in any way. Plugging or altering a sink, shower drain, or toilet is prohibited. If maintenance is requested and it is found that plugging of any of the listed items above is due to inmate negligence, the inmate will be assessed a \$10.00 maintenance fee.
7. Inmates will not throw any object in a cell or dayroom, or any other place within the confines of the Oneida County Jail. No inmate can strike or throw anything at an Oneida County Jail/Oneida County Sheriff's Office staff member, another inmate, or a visitor.
8. Inmates must show respect toward Oneida County Jail/Oneida County Sheriff's Office staff members.
9. No inmate can threaten (verbally, physically, or in writing), use profanity or obscene gestures, or comments against Oneida County Jail/Oneida County Sheriff's Office staff members, another inmate, or a visitor.
10. Inmates will conduct themselves in an orderly manner at all times. Any unnecessary noise, fighting, profanity, loud, or boisterous behavior is not permitted.
11. Inmates cannot steal.
12. Inmates shall not agitate, incite, or otherwise provoke other inmates to disobey Oneida County Jail rules. No inmate shall cause, provoke, plan, or participate in a riot or rebellion of any kind.
13. Inmates are required to follow all oral and written orders immediately.

14. Inmates will respond promptly to indicated work calls, laundry exchange, meal call, and medication delivery.
15. Inmates will respond and stand at their cell door when head count is called.
16. No inmate will communicate false information.
17. No inmate may write a false request. If medical staff receives a false request, the inmate writing the request, if identified, will be charged a \$15.00 nurse call fee.
18. No inmate shall incite, encourage, sexually assault, or otherwise engage in any sexual contact with Oneida County Jail/Oneida County Sheriff's Office staff, another inmate, or a visitor.
19. Standing on table and/or seats is not permitted.
20. Passing notes to/from inmates or visitors is prohibited.
21. When moving for programming or visitation, an inmate shall take the most direct route to the library. Failure to follow this rule may result in restriction for future programming or visits.
22. Talking or yelling between blocks or through doors is prohibited.
23. Inmates must obey all criminal (municipal, county, state, and federal) and traffic laws during their incarceration.
24. Inmates may not attempt to converse with or have contact with an inmate of the opposite sex.
25. Any type of gang membership, gang activity, display of gang signs, or display of gang colors is prohibited.
26. Inmates are not in any way to attempt to look through the windows.
27. The steps are only used to go to inmates' individual cells. No roughhousing is allowed on the steps or on the mezzanine.
28. The remote control for the television is to stay at the front of the cellblock near the television. Any damage or inappropriate use of the remote will result in loss of television privileges. The television shall be turned to a reasonable volume when officers are accessing the block. Failure to comply could lead to the loss of television privileges.
29. No long or fake fingernails are allowed. If fingernails protrude past the end of fingertips, they will not be allowed and will have to be trimmed or removed.
30. No tattooing is allowed.
31. Inmates are to remain in their assigned bunk after lights out.
32. Emergency handsets are for emergencies only. Daily questions are to be created on the kiosk system and will be answered accordingly.
33. Contact with Oneida County Sheriff's Office employees through email, telephone, or any other electronic means while incarcerated in the Oneida County Jail is expressly prohibited and such contact will result in a Major Rule Violation.

### **INMATE REQUESTS**

There are three forms available to allow inmates to request, authorize, or communicate information to Oneida County Jail corrections staff. Any form that is not completed correctly or contains obscene and/or insulting comments will not be accepted and may be cause for discipline. Inmates are restricted to one medical request and one inmate request per day. Any request forms or paperwork provided to an inmate by the Oneida County Jail may not be mailed out.

#### **Inmate Request Form**

This form can be used to request or convey specific information to Oneida County Jail staff members or to speak with a staff member. Additionally, this form is used if the inmate needs to leave the facility to keep a scheduled appointment, attend court ordered treatment/counseling, and/or attend any activity approved

by the Huber Officer or corrections staff. Inmate Request Forms can be completed on the kiosk in the cellblock. All information should be provided as required.

### **Medical Request Form**

If at any time during incarceration, an inmate feels that they need medical attention, the Medical Request Form needs to be completed to see a jail nurse. A jail nurse will examine the inmate and either suggest treatment or refer inmate to see a physician.

### **Grievance Form**

The Grievance Form provides inmates with a means to grieve a circumstance or action the inmate considers to be unjust, and to provide a means to resolve any grievance that may arise. Grievance Forms can be completed on the kiosk in the cellblock.

## **GRIEVANCES**

During confinement, an inmate may feel they have the basis for a grievance. When informal resolution is not possible, grievances and decision appeals are to be submitted in accordance with the guidelines listed below. Grievances not filed in accordance with these guidelines will be dismissed. All grievances properly submitted and forwarded will be reviewed by the appropriate Oneida County Jail staff member(s). The legitimacy of each grievance will be determined and a response/resolution provided. Keep in mind that the grievance procedure is a vehicle to seek resolution to a legitimate factual concern. As outlined in the "Conduct" section above, communicating false information is prohibited.

### **Guidelines to Submit a Grievance**

1. **Inmates may NOT submit a grievance related to policies, rules, regulations, and procedures of the facility.**
2. A grievance must concern abuse, harassment, and abridgement of civil rights or denial of specified privileges. Group grievances or grievances submitted on behalf of other inmates will not be accepted.
3. Inmates shall have a grievance process available to express complaints without the fear of reprisal or punitive disciplinary action. Inmate must **FIRST** attempt to settle any dispute or complaint on an informal basis with Oneida County Jail corrections staff. If the problem cannot be resolved on an informal basis, the inmate may complete the grievance form located on the kiosk in the cellblock.
4. The grievance form must be complete and include the date, type of grievance (original or appeal), approximate time, facts, and names of witnesses' to the incident that inmate is grieving. Failure to follow any of these steps will result in the grievance being returned to inmate as incomplete.
5. The grievance must be submitted within 24 hours from the time of the incident.
6. The Oneida County Jail shift supervisor will investigate all non-emergency grievances and provide a written response and explanation to all grievances within five (5) days of receipt.
7. If inmate is not satisfied with the findings and actions of the Oneida County Jail shift supervisor, inmate may make a written appeal to the Oneida County Jail corrections captain or corrections lieutenant within two (2) days of receiving the response from the Oneida County Jail shift supervisor.
8. The Oneida County Jail Corrections Lieutenant will respond with a decision within ten (10) working days.
9. . If the inmate is not satisfied with the decision of the Corrections Lieutenant, the inmate may appeal to the Corrections Captain. The Captain shall have 10 working days to make decision.

10. If the inmate is not satisfied with the Corrections Captain's decision, the inmate may appeal the decision to the Sheriff. This will be the final decision in the grievance procedure.
11. Grievances that contain obscene language and/or sexual connotations that do not apply or relate to the matter being grieved will not be accepted.
12. Abuse of the grievance system will not be tolerated and may result in a rule violation.

### **DISCIPLINE AND SANCTION**

In the event an inmate is observed or suspected to be in violation of a rule(s), the Oneida County jail staff making the observation shall prepare a written report and submit it to his/her supervisor within 24 hours of the violation. If a violation is found to have occurred, the inmate may be subject to any of the penalties listed below, including being charged criminally.

#### **Minor Violations**

Minor violations mean a violation of the Oneida County Jail rules for which a minor penalty or penalties may be imposed if the accused inmate is found guilty. A minor penalty is:

- Verbal or written reprimand
- Restriction of privileges for 24 hours or less
- Placement in punitive housing for 24 hours or less
- Loss of visitation, commissary, or programming.

**If more than one rule is violated, Oneida County Jail corrections staff may increase the report from a Minor Violation to a Major Violation.** The Oneida County Jail staff member who observed the inmate commit a minor violation shall inform the inmate of the rule that he/she has violated. The disciplinary procedure for a minor violation is as follows:

1. The inmate may give a verbal statement about the alleged violation to the staff member
2. The staff member may impose a minor penalty if he/she finds that a violation occurred
3. The staff member shall inform his/her supervisor of the incident and the penalty administered as soon as the supervisor is available
4. The inmate may appeal the supervisor's decision to the corrections captain or corrections lieutenant in written form within 24 hours. The purpose of the appeal is to give the inmate a way to have inappropriate actions removed from their disciplinary record only.

#### **Major Violations**

Major violations mean a violation of the Oneida County Jail rules for which a major penalty or penalties may be imposed if the accused inmate is found guilty. A major penalty is:

- Restriction of privileges for more than 24 hours (for example: visitation, commissary, programming)
- Placement in disciplinary housing for more than 24 hours
- Loss of good time
- Restriction of work release privileges up to five consecutive days per violation
- If a major violation of Huber Rules has occurred, the corrections captain, corrections lieutenant, or hearing officer may petition to court for loss of Huber Privileges.



A due process hearing shall be held unless the inmate waives his/her right to a hearing in writing at any time. If the inmate waives the right to a hearing, the violation shall be disposed of in accordance with the procedures for a minor violation. If the inmate chooses to have a hearing, he/she has the right to be present at the hearing, to make a statement, and to present relevant evidence. The inmate has the right to call witnesses and may be represented by an Oneida County Jail staff advocate. **An Oneida County Jail staff advocate is not a defense attorney, but rather a person who helps the inmate gather any necessary evidence, including witnesses and statements, so the inmate is able to fully defend themselves in the hearing process. An inmate may have the assistance of a staff advocate if the issues are too complex or the inmate has some cognitive impairment (illiterate), that he/she is unable to understand the hearing process and issues of the violation. A staff member may refuse to be a staff advocate if they feel they cannot fulfill those duties.** The inmate may appeal the hearing officer's decision. The appeal must be made known immediately and then submitted in written form within 24 hours of the hearing.

**While on disciplinary housing for 24 hours, inmate is entitled to the following:**

1. Mattress
2. Bible
3. Blanket prior to lights out
4. Inmate may lose the use of a mattress between the hours of 7:00 a.m. and 7:00 p.m.

**After 24 hours, inmate is entitled to the following:**

1. Basic hygiene products
2. Legal phone calls only
3. Shower offered at least twice a week
4. Linens
5. Legal mail
6. One (1) hour per day out of cell

**While in administrative housing, inmate is entitled to the following:**

1. Blanket
2. Hygiene products
3. Mail
4. Telephone calls
5. Commissary
6. Reading materials
7. Sheets
8. Towels
9. Showers offered daily
10. One (1) hour per day out of cell

## **VISITATION**

### **Professional Visitation**

Visits with an attorney, probation agent, counselor, or other professional are permitted daily between the hours of 8:15 a.m. and 4:30 p.m., with restrictions during the time of 11:30 a.m. to 12:30 p.m. A professional visitor may make a request to the on-duty officer in charge for a special visiting time outside the regularly scheduled hours.



### **Public Visitation**

Public visitation can be held on a kiosk located in the vestibule of the Oneida County Sheriff's Office or at home via the internet at [www.inmatecanteen.com](http://www.inmatecanteen.com). **Visitors will need to set up an account at [www.inmatecanteen.com](http://www.inmatecanteen.com) and need to be pre-approved prior to a visit taking place.** The kiosks in the vestibule of the Oneida County Sheriff's Office are available seven (7) days a week and visitation hours are from 8:00 a.m. to 9:00 p.m. Visits are to be 20 minutes in length. Visitation via the internet follows the same rules as visitation via a kiosk in vestibule.

Money may be deposited in the TurnKey kiosk located in the vestibule of the Oneida County Sheriff's Office or via the internet at [www.inmatecanteen.com](http://www.inmatecanteen.com). The kiosk in the vestibule at the Oneida County Sheriff's Office is accessible 24 hours a day, 365 days a year.

**All visitors must be at least 18 years of age or visiting with an adult.**

**Under no circumstances shall a person who is under a no contact order be allowed to visit via video visitation.** If this occurs, criminal charges may be filed.

**Inappropriate actions or nudity will not be permitted and will result in the visitor being denied use of the video visitation system indefinitely and could lead to criminal charges.**

### **MAIL**

Mail will be collected at the 8:00 p.m. walk-through. Mail is sent out Monday thru Friday. Mail is not distributed on the weekends or observed holidays. Forms provided to an inmate by the Oneida County Jail may not be mailed out.

1. Personal mail will be allowed into the facility, including incoming physical mail from other correctional facilities, the courts, legal counsel, officials of this office, elected officials, jail inspectors, government officials, and officers of the court. The letter must bear a stamp from the facility or funds to be deposited into trust accounts. All mail must bear the name and address of both the sender and the recipient on the envelope. All incoming confidential or privileged mail must have the name and address of both the sender and recipient on the envelope.
2. All mail not protected by confidentiality shall be opened and copied with the original placed into the inmate's property. Only scanned copies will be handed out to the inmate.
3. Confidential or privileged communications are recognized as any written materials between inmate and an attorney, court, government official, or jail official as defined in DOC Administrative Code 350.03(16). Examples of these written materials are listed, but not limited to:
  - a. The court, judges, or clerk thereof
  - b. Any member of the Bar Association
  - c. Elected officials
  - d. Authorized members of the clergy
  - e. Members of the medical profession
  - f. The sheriff, chief deputy, corrections captain, corrections lieutenant, or corrections sergeant
4. All incoming mail must bear the name and address of both the sender and the recipient on the envelope and must be postmarked.
5. Mail will not be accepted and will be refused or restricted if it has lipstick, perfume, stickers, or anything beyond writing on the envelope or letter.

6. Confidential or privileged communications means any written materials between an inmate and an attorney, court, government, or corrections official.
7. It is the policy of the Oneida County Jail to process all mail promptly. The mail may; however, be delayed for such reasonable time as it takes to properly scan and evaluate the mail while not disregarding the performance of other essential jail duties.
8. The corrections staff shall open, inspect, and scan all incoming non-privileged mail prior to mailing or delivery.
9. All privileged mail shall be delivered to the inmate without being opened or inspected. If the corrections staff has reason to believe privileged mail contains contraband, the mail may be opened in the presence of the inmate and inspected for contraband.
10. Any contraband located in incoming mail shall be confiscated and disposed of, or placed in inmate's secured property.
11. All books/magazines coming through the mail must come from the publisher or directly from a retail outlet. Any magazines sent to the facility will be logged into the inmate's property and the inmate will be notified.
12. No publication that is obscene or depicts methods of weapons manufacture, means of escape or material, which may compromise jail security, will not be allowed in the Oneida County Jail.
13. All non-privileged mail shall be promptly returned to sender if it is determined that delivery of such mail would likely disrupt Oneida County Jail discipline or security. Both the inmate and the sender will be notified in writing of such refusal. Restrictions may be appealed within seven (7) days of the notification of rejection/refusal.
14. All refusals of incoming mail shall be documented by a corrections officer.
15. Outgoing mail shall be unsealed so it can be checked before mailing, to see if the communication would be in violation of the law or disrupt Oneida County Jail security. The outside of the envelope should have the address to which the mail is going, and only the inmate name for the return address. Corrections staff will stamp the return address on the envelope before mailing. If a violation of law is found in outgoing mail, the Oneida County Jail will react accordingly.
16. Free postage for privileged mail shall be supplied to indigent inmates.
17. Inmates may mail out as many personal letters as they wish.
18. Written communication between inmates within the Oneida County Jail is prohibited.
19. Money received in any form in incoming mail will be removed from the envelope. If cash or money order, it will be posted to the inmate's account and a receipt given to the inmate. No personal checks will be accepted.
20. Any state inmate who has items mailed in that are not approved, will have 30 days from the date of restriction to have those items picked up or mailed out at their expense. After 30 days, the property will be destroyed. No exceptions will be made and items will not be forwarded to the next institution.
21. The only items accepted through the mail, other than correspondences, are soft cover books and money. All other items will be restricted.

**Violation of these rules may result in:**

- Prosecution, where a violation of the law is suspected or known to have occurred
- Limitation of both incoming and outgoing mail to legal and essential business letters for a period of time corresponding to the nature and degree of the violation
- Any limitation of the inmate's mail may be appealed to the Oneida County Jail supervisor, with the supervisor responding in writing, stating the facts either uphold or deny the limitation.

### **PARKING**

Inmates will use the parking area in the front of the building designated as **INMATE PARKING**.

### **PROPERTY**

If inmate neglects to take all of their personal property at the time of release from custody, inmate will have thirty (30) days after release to recover their property. This includes commissary delivered after their release. If after that time the property is not recovered, it will be disposed of according to Wisconsin State Statute.

If an inmate is being sent to another facility (prison), inmate must arrange for someone to pick up their property prior to their release. Inmate must complete a Property Release Form on the kiosk located in the cellblock and designate on that form what property is being picked up and to whom the property should be released. This form should also be used for any property (checks, keys, clothing, etc.) inmate is releasing to another individual during their stay at the Oneida County Jail. Please see the Medications section for rules related to the release of prescription drugs.

Oneida County inmates who are transported to prison will only be allowed to take with them legal material, a religious book (Bible or Koran), and medical related items. All other property must be released to a designated party or the property will be disposed of after thirty (30) days as described above. Money will be sent, via mail, to the designated prison. No exceptions will be made.

### **COURT**

If, after admission and processing at the Oneida County Jail, an inmate is unable to post bond, pay a fine, or otherwise secure their release, they will be assigned to a receiving cell or cellblock. As application, on the next available court date, the inmate will be arraigned (initial court appearance). This court appearance normally takes place on Monday at 1:30 p.m. and Tuesday through Friday at 1:15 p.m. At the discretion of the court, these times may vary. Appearance may be made over the Court Video System installed at the Oneida County Jail. All inmates, regardless of charge or circumstance, are placed in restraints for each court appearance.

Inmates will appear for court in their Oneida County Jail uniform. Street clothes may only be worn to a trial and must be requested in writing the night before. During an inmate's court appearance, if conditions for release are met, release will be as staffing and priorities permit. If inmate's release has been ordered, but inmate is wanted by another jurisdiction or agency, inmate will be detained until the jurisdiction/agency arrives for transport, or until release conditions have been satisfied.

Inmates may consult with their attorney in the attorney visiting room of the Oneida County Jail. Communications between inmate and their attorney will be private and confidential. Attorneys have the right to exchange legal papers with their clients, but are prohibited from exchanging any other articles without permission from the Oneida County Jail corrections staff.

### **RELIGIOUS SERVICES**

Any inmate may contact a member of the clergy for one-on-one visits. Authorized clergy may visit with the inmate in the non-contact visitation booth during the hours of 8:15 a.m. to 4:30 p.m., but not during

meals. Special exceptions by corrections staff may be made, with advance notice. All visits will be approved by the Corrections Captain or Lieutenant.

In addition to visits, religious services are available on several channels located on the TV. Additionally, live church services are available on TV based on local church services. Inmates may submit a request to corrections staff requesting a local church service be played to be determined by availability.

When reasonable, inmates will be allowed to keep in their possession any religious items that have been approved by corrections staff. Items may not pose a threat to the safety and security of inmates, corrections staff, or the Oneida County Jail. To get permission for these types of items, a request must be completed. A corrections officer will answer the request.

Inmates must notify corrections staff immediately upon admittance to the Oneida County Jail of special diets related to religious beliefs. **Inmates may not change their dietary or religious related observations until 45 days after their original request.** Kosher Passover meals must be requested sixty (60) days in advance of the observance of Passover.

### **MEDICATION AND MEDICAL SERVICES**

The Oneida County Jail will provide emergency medical and dental care for the inmates. The individual inmate shall be responsible for payment of all medications and medical treatments performed outside the Oneida County Jail, other than emergency treatment. Said payments may be deducted from the inmate's personal money account maintained by the Oneida County Jail. When Oneida County is paying the costs of medical or hospital care, regardless of whether the care is provided inside or outside of the Oneida County Jail, Oneida County may collect the value of the same from the inmate or the inmate's estate.

Sick call will be held as needed Monday through Friday. If there is an emergent need on Saturday or Sunday, contact will be made with the Oneida County Jail physician and they may refer the inmate to the emergency room.

To see the nurse, inmate must complete a request on the kiosk located in the cellblock, with a brief explanation of the medical problem. The inmate will be charged a \$15.00 co-payment fee if they request to see the nurse or physician. If the inmate does not have funds, they still will receive medical care. The co-payment will be added to inmate's liability account and when inmate receives money, the Oneida County Jail will take 50% of the money received toward the liability account until it is paid in full. There will be no charge if the inmate is referred to the jail nurse by corrections staff, other health care providers, or in the case of a medical emergency. There will be no charge to see the physician if the jail nurse has referred the inmate. All inmates of the Oneida County Jail will be treated by the Oneida County Jail physician. The only exceptions to this rule are working Huber inmates who are responsible for their own medical care, and referrals made by the Oneida County Jail physician to an outside physician.

The Oneida County Jail has available minimum five days per week, a mental health professional for inmate care. To see the counselor, inmate needs to complete a request on the kiosk located in their cellblock with a brief explanation of the mental health needs. The counselor can offer counseling sessions, coping techniques, and can assess and/or refer inmate for medications.

Any medication that is legally prescribed to an inmate that is not being disbursed or dispensed through the Oneida County Jail nurse or doctor will be secured. The medication will be given to the inmate upon

their release. Inmates will not be allowed to release medications to friends or family members. In the event the inmate is transferred to another facility, in accordance with Food and Drug Administration rules, the stored medication will be destroyed.

### **TELEPHONE**

New arrestees will receive one (1) telephone call from the booking area telephone for the purpose of securing bond at the time of booking. All phone calls from that point will be completed on the collect telephones. There is a telephone available in each cellblock. Inmates may purchase telephone minutes to be used with the Oneida County Jail phone system. In the event the inmate has minutes and is booked out, the money will be returned to the commissary system. The money will then be returned to the inmate or applied toward the inmate's liability according to Oneida County Jail policy. To be able to use the telephone system at the Oneida County Jail, the inmate will need to use the PIN number that is assigned to them.

**Telephone calls are recorded and monitored. Telephone calls to the Public Defender in Rhinelanders are free and not recorded. An attorney may request to have their telephone number restricted from the telephone system so calls will not be recorded or monitored.**

### **COMMISSARY**

Maximum, high medium, and medium classification inmates will have limited items available for commissary. Inmate may order up to \$45.00 worth of commissary. The order will be filled and delivered to inmate on the next scheduled delivery date. If inmate is considered indigent, inmate may order one (1) indigent package from the commissary company. The cost of those items will be entered into inmate's liability account. .

Family and friends may purchase commissary for the inmate and/or place an order for the inmate by using [www.inmatecanteen.com](http://www.inmatecanteen.com). If an item is not available, inmate will receive the adjustment on their commissary account, not the person placing the order.

Electronic communication through [www.inmatecanteen.com](http://www.inmatecanteen.com) can be set up by family and friends to stay in touch with inmate, by using the email system or text message system. Electronic messaging will be monitored and can be eliminated if deemed by Oneida County Jail staff that it creates an unsafe environment and/or is found to obstruct court ordered no contact, and criminal charges may be filed.

### **LIBRARY AND LAW LIBRARY**

Dorm and secure side book carts will be offered on Sundays, time permitting. Inmate will be allowed six (6) items total (including games or puzzles by classification).

The law library is available via the computer and books in the multi-purpose room on the secure side of the Oneida County Jail. A request to use the law library must be completed the night before. Corrections staff will move inmate to use the law library as soon as possible depending upon availability. Black's Law Dictionary and The Wisconsin Court Rules and Procedures (federal and state) are available in book form. Wisconsin Statutes and Administrative Law are available on the computer. Copies are available upon inmate request, at the price of .10c per page. Prior to any copies being made, inmate needs to have corrections staff verify the paperwork to be printed.

### **COMPUTER USE**

Inmates must complete the Rules for Computer Use Form on the Kiosk, agreeing to follow the rules prior to use of the computer. The computer is to be used by authorized users only. Corrections staff are the only individuals with the ability to designate an authorized user. No internet surfing, game playing, writing personal letters, and hacking or changing of settings is allowed.

1. Inmates must use the computer only with the express permission of corrections staff. Unauthorized or misuse of the computer is a violation of Oneida County Jail rules.

### **INMATE MONEY AND LIABILITY ACCOUNT**

#### **Inmate Money**

There are three ways to receive money at the Oneida County Jail:

1. Oneida County Jail staff will accept cash, cashier's checks, or money orders only for an inmate account via mail. All money received via mail will be placed in the inmate's commissary account.
2. Cash or credit card deposits may be made at the TurnKey kiosk in the vestibule of the Oneida County Sheriff's Office. Family and friends may access the TurnKey kiosk 24 hours a day for posting commissary or bond money. Instructions for use are available on the TurnKey kiosk. Prior to posting a bond, the person will need to contact the Oneida County Jail, using the phone lobby, to ensure the bond has been properly entered.
3. Family and friends can place money on an inmate's account by credit card at [www.inmatecanteen.com](http://www.inmatecanteen.com).

#### **Liability Account:**

If an inmate does not have money in his/her account and requests the services of the physician or nurse or has ordered indigent items, the cost of these services and items will be placed into their liability account. When the inmate receives money, 50% will be credited towards their liability account balance and the remaining 50% will be placed into their commissary account. When a cost is incurred, and an inmate has funds in their account, 25% of the cost will be paid with the money in their account. Some site charges such as Huber Fees, EMP, snacks, etc. are always paid up at 100%. When you are booked out of the facility and have an outstanding liability balance, all remaining money in the account will go toward your outstanding debt.

### **CLASSIFICATION**

All inmates will be classified to determine their housing assignment, the level of supervision needed, and to determine their program eligibility based on objective data and in accordance with Wisconsin State Statute 302.36.

To ensure the safety and security of the Oneida County Jail, a housing plan will be devised based on an inmate's classification to enable Oneida County Jail staff to adequately manage inmate behavior, and to maintain order within the Oneida County Jail. Satisfactory conduct may lead to reclassification so an inmate can qualify for work release, inmate worker, or outside programming. Misconduct may result in reclassification, a disciplinary hearing, or both. An inmate's behavior is a driving force into how they are classified.

Occasionally, for the safety and security of the Oneida County Jail, inmates with different classifications will be housed together. In these cases, the classification of the majority of the block will dictate the privileges of the block. (If the block is majority of medium inmates with two minimum inmates, the medium rules will apply.)

Reclassification of inmates will happen automatically every thirty (30) days for maximum to medium, and every forty-five (45) days for medium to minimum classification. Inmates may appeal their classification or request reclassification on the inmate request form. Corrections staff may also request reclassification of inmates in the event there is a change in custody status, disciplinary hearing, or behavioral problems.

### **CONCLUSION**

If at any time an inmate has questions regarding the rules of the Oneida County Jail, the inmate is encouraged to seek guidance from an Oneida County Jail staff member. Remember, following the Oneida County Jail rules and regulations will help ensure the inmate retains privileges throughout their incarceration.

If inmate has been granted Huber privileges and wishes to have information about any part of the Huber Program, inmate should provide a request to Oneida County Jail staff for a copy of the Huber Rules.



# **WI DEPARTMENT OF CORRECTIONS GUIDELINES FOR STATE CONTRACT INMATES IN COUNTY JAILS**

## **PLACEMENT**

Inmates are placed at a county jail due to overcrowding in the state correctional system. An inmate's stay at the county jail as a state inmate is considered temporary. Their length of stay will not exceed one (1) year. **Inmates are subject to the rules of the county jail during their placement. Although the inmate is a Department of Corrections (DOC) inmate while housed in a county jail, they are subject to the rules and conditions of confinement of the county jail they are placed in.**

## **PROGRAMS**

Inmates are encouraged to participate in any available programs at the county jail. The inmate's length of stay may not allow for completion of these programs.

## **HEALTH SERVICES**

Requests for health services while in the county jail are to be addressed to the health services unit at the county jail. Inmate will receive such healthcare as determined to safeguard their physical and mental health. Medical personnel and classification specialists at DCI review individual health care needs, with consideration of temporary placement, prior to inmate transfer to a county jail setting.

Complaints regarding health and dental care should be filed through the county jail complaint system.

## **LAIP**

This legal assistance through the UW System is not available while at a county jail facility.

## **JOBS**

Any jobs available to state inmates will be at the discretion of the county jail. This is not a requirement of the county jail. All requests for jobs while incarcerated at the county jail must be submitted to the appropriate county jail staff member. If a state inmate receives a paying job at the county jail, the inmate will not receive unassigned state pay.

## **PAROLE COMMISSION HEARINGS**

Parole Commission hearings are scheduled based on the state inmate's PED. The Parole Commission will determine when the state inmate will have a hearing. If state inmate is scheduled for a hearing during their county jail stay, that hearing will be conducted via telephone.

## **SENTENCE COMPUTATION**

Inmates may sometimes have incomplete sentence data information. When this information is available, inmate will receive an updated copy from the Dodge Correctional Institute (DCI) Records Office.

## **ATTORNEY CONTACT**

Any inmate requesting to speak with their attorney or a Probation and Parole agent can contact those persons by mail. If inmate's attorney or agent would like to set up a phone conference, they can contact the county jail staff to make necessary arrangements. Inmates should contact the county jail staff for "emergency" legal contacts.

## **NOTARY SERVICES**

For notarization of legally formatted pre-printed documents, contact the county jail staff.

## **LEGAL COPIES**

Inmates requesting copies for legal purposes should submit requests to the county jail staff. Include the specific name of the form and/or the actual legal document to be copied, along with the request. Inmate will be charged for copies at a rate determined by the county jail.

## **LEGAL MATERIALS**

The county jail is not required to have legal material and resources available as in a DOC correctional facility. If inmate has immediate court deadlines to adhere to and/or has court activity in which they are pro se, the inmate should submit a request to the county jail staff to determine whether they can accommodate the additional legal material for inmate's use. Both the county jail and DCI Records Office will assist an inmate who has a documented court deadline with a need to obtain legal material not available in a county jail. It is the inmate's responsibility to prove that this need and urgency exist.

## **OPEN RECORDS REQUESTS**

State inmates making open record requests must send their request to the DCI Records Office.

## **FILE REVIEW**

File review requests must be sent to DCI Records Office.

## **INMATE ACCOUNTS**

All incoming monies must be sent to the county jail for documentation purposes. This money is then rerouted to the DCI Business Office for appropriate deductions, and then returned to the county jail. Due to this process, there is generally a two (2) to three (3) week delay before inmate money is placed on their spending account at the county jail.

- Questions regarding monies spent or received should be directed to inmate accounts at the county jail
- Direct all questions regarding payroll and restitution to the Financial Specialist at the DCI Business Office. Inmates receive unassigned pay of \$0.05 per hour for eight (8) hours per day, Monday through Friday. **Inmates are not paid for legal holidays or any hours while in restrictive housing status.**
- Direct indigent requests to the DCI Business Office

## **MONEY**

Inmate payroll is processed every two (2) weeks. Inmates at the county jail are not allowed to send money to family or friends, or for personal reasons. Exceptions are payments for fines, forfeitures, or legal services.

## **TIS PETITIONS**

Inmates should contact the DCI Records Office regarding TIS Petitions. The appropriate forms will be provided to the inmate along with a memo detailing the procedure. The inmate will be responsible for fees for the petitions, postage, any copies, and envelope (if applicable). Inmate will receive a response regarding their petition directly from the court.

## **CONTRACTS**

Inmates are not allowed to enter into "time" contracts, i.e. record clubs, book clubs, magazine subscriptions, newspaper subscriptions, etc. If publications are allowed at a particular jail site, any subscription must be paid in full during the first order. No installment payments are allowed.

## **INTERSTATE COMPACTS**

A DOC Social Worker will assist inmate in filing an Interstate Compact. If inmate is released before they receive an acceptance/denial, their assigned DOC Agent of Record will be able to assist with their interstate compact request.

## **MAIL**

Inmates are required to follow all county jail policies and procedures governing mail.

## **PRC/CLASSIFICATION**

Administrative Review (appeal) is to be sent to the address indicated on the Administrative Review Form.

## **RESOURCES AND LEISURE ACTIVITIES**

Due to limited county jail resources, inmates may experience limited recreation activities, religious programs, and property allowances, increased canteen, phone rates, and non-contact visits.

The county jail will allow you to have canteen items that came from prison, provided they are sealed and unopened. The county jail sells similar items on their canteen list.

## **REQUESTS TO DCI RECORDS OFFICE**

All inmate requests will be sent on a weekly basis by the county jail facility to the DCI Records Office for processing. For urgent or confidential matters, inmates may elect to mail their requests directly to a specific individual at their own expense.

## **INMATE CONDUCT**

The county jail will set disciplinary rules and sanctions while inmate is housed at their facility. Any disciplinary reports will be placed in inmate file and considered for classification and/or parole actions. A WDOC Conduct Report may be written for serious violations and inmate classification and placement in the WDOC system may change accordingly.

## **DOC SOCIAL WORKER**

Questions or concerns regarding inmate release plan can be directed to the DOC Social Worker assigned to cover the county jails.

## ADDRESSES

### RECORDS OFFICE

Miranda Holbach or Amber Parenteau

Records Office

Dodge Correctional Institution

P.O. Box 661

Waupun, WI 53963-0061

### JAIL LIAISON

John Kind, Corrections Contract Specialist

Contract Monitoring Unit

Department of Corrections

P.O. Box 7925

Madison, WI 53707-7925

### PAYROLL/INMATE ACCOUNTS

Financial Specialist

Dodge Correctional Institution

P.O. Box 661

Waupun, WI 53963-0061

### HEALTH

Michelle Burton-Health Service Manager

Dodge Correctional Institution

P.O. Box 661

Waupun, WI 53963-0061

### CLASSIFICATION/PRC

Stephanie Henning or Kristi Zubke

Dodge Correctional Institution

P.O. Box 661

Waupun, WI 53963-0061

### RELEASE PLANS

DOC Social Worker

Dodge Correctional Institution

P.O. Box 661

Waupun, WI 53963-0061

## **POSTING OF CASH BOND**

1. Cash bond posted with the Clerk of Circuit Court or the Oneida County Sheriff's Office will be returned, upon the courts discretion, at the disposition of the action.
2. The court may direct monies posted be used toward the payment of fines, attorney fees, child support, and/or any other items as the court sees fit.
3. Cash bond posted with the Clerk of Circuit Court or the Oneida County Sheriff's Office must be in the form of cash, certified check, or money order.
4. Cash bond posted with the Clerk of Circuit Court during regular business hours (8:30 a.m. to 4:30 p.m.). Outside of those hours, the bond may be posted in the kiosk in the vestibule at the Oneida County Sheriff's Office.
5. Cash bond posted shall be returned, in check form, to the party who posted the monies at his or her address within five (5) days of the disposition of the action.
6. If the defendant violates any conditions of the bond, the court may order the monies posted be forfeited.

## **NOTICE OF THE RIGHT TO AN ATTORNEY MISDEMEANOR OFFENSE**

If an inmate has been charged with a violation of the criminal laws of the State of Wisconsin, they may go to jail or prison, if convicted of a crime.

**When an inmate appears in court, the judge will ask them to enter a plea of guilty, not guilty, or no contest. Therefore, if the inmate intends to be represented by the Public Defender or a private attorney, arrangements with the attorney MUST be made in advance of the court appearance so the attorney can be present with the inmate at that time, or give the inmate instructions on how to proceed without the attorney being present. The hearing will not be adjourned unless the inmate can show that they have made diligent efforts to obtain representation, but have been unsuccessful.**

If an inmate cannot afford to pay for an attorney, they may be eligible to be represented by an attorney from the **Office of the State Public Defender**. If the inmate desires an attorney from that office, they should contact their local office. The address and phone number is listed below.

The **Office of the State Public Defender** will review the inmate's financial situation and determine if they are eligible for their services. If the **Office of the State Public Defender** determines that an inmate qualifies for the appointment of an attorney, one will be appointed for them immediately. The **Public Defender** charges a nominal fee based on the seriousness of their case.

The inmate should also know that if the **State Public Defender** finds that they qualify for the appointment of an attorney, the court might order the inmate to repay the **State Public Defender** for the cost of the attorney's services. This will only be done after a court review after the case has been completed.

An inmate may also hire their own attorney. If the inmate hires an attorney at their own expense, he or she should be at the initial appearance on the date stated in the summons. If an inmate needs assistance in selecting an attorney, the Lawyer Referral Services at 1-800-362-9082 may assist.

Finally, an inmate has the right to not be represented by an attorney. An inmate may give up the right to an attorney at any time, even after one is appointed for them.

If an inmate has any questions, they, their family, or a friend should contact the **State Public Defender** at the following address and phone number. The inmate should contact that office during the hours listed below.

**OFFICE OF THE STATE PUBLIC DEFENDER  
158 SOUTH ANDERSON STREET  
SUITE 1  
RHINELANDER, WI 54501  
(715) 369-1655**

**Office Hours Monday through Friday 8:30 a.m. to 4:30 p.m.**

## NOTICE OF THE RIGHT TO AN ATTORNEY FELONY OFFENSE

If an inmate has been charged with a violation of the criminal laws of the State of Wisconsin, they may go to jail or prison if convicted of a crime.

**When the inmate appears in court, the judge will ask them whether they wish to have a preliminary hearing in this matter. A preliminary hearing is an important procedural step in the court process. Accordingly, the decision as to whether to have a preliminary hearing is very important. Therefore, if the inmate intends to be represented by the Public Defender or by a private attorney, arrangements with the attorney MUST be made in advance of the court appearance so the attorney can be present with the inmate at that time, or give them instructions on how to proceed without the attorney being present. The hearing will not be adjourned unless the inmate can show they have made diligent efforts to obtain representation, but have been unsuccessful.**

If an inmate cannot afford to pay for an attorney, they may be eligible to be represented by an attorney from the **Office of the State Public Defender**. If the inmate desires an attorney from that office, they should contact their local office. The address and phone number is listed below.

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