

# Lincoln County Jail Inmate Rules and Regulations

## Behavior

### *I. Personal Conduct*

- I. Use of disrespectful words or gestures toward staff and others is prohibited.
- II. Fighting or assaultive behavior is prohibited.
- III. Threats to staff or others is prohibited.
- IV. Gang activity is prohibited.
- V. Horseplay will not be tolerated.
- VI. Stealing, possession, and/or destruction of another's property is prohibited.
- VII. Making false statements to a staff member is prohibited.
- VIII. Kangaroo courts are forbidden.
- IX. Destruction, damage, defacement, or misuse of Lincoln County Jail property, including jail uniforms, bedding, storage containers, books, or magazines is prohibited. Internal jail discipline or criminal charges may result, as well as the inmate being charged replacement costs for the item(s).
- X. Possession of contraband is prohibited.
  - a) Inmates are allowed only those items purchased through canteen or provided by the Lincoln County Jail staff.
  - b) Inmates are limited to four (4) books or magazines. This includes religious material. One newspaper will be provided to each cellblock daily. Old newspapers will be turned in at lockdown. Newspapers will only be exchanged if the previous day's paper was collected from that block.
  - c) Magazines, books, and newspapers will be provided by the Lincoln County Jail only. **No personal subscriptions will be allowed.**
  - d) There will be no smoking of any material, at any time in the Lincoln County Jail. Possession of tobacco and smoking materials, including matches and lighters is prohibited.
  - e) All contraband items, including smoking materials, smokeless tobacco, cigarettes, lighters, matches, etc. will be confiscated and thrown away by jail staff.
- XI. Failure to obey a lawful order from a Correctional Officer is prohibited.
- XII. There will be no transfer of property or money between inmates. This includes buying and /or leaving canteen items for another inmate. Using another's pin number for any reason is prohibited.

- XIII. Gambling is prohibited
- XIV. Talking, yelling, or note passing between blocks or individual cells is prohibited.
- XV. No inmate is allowed in the cell of another inmate **for any reason.**
- XVI. Loud or disorderly behavior is prohibited.
- XVII. The throwing of litter or any other article is prohibited.
- XVIII. No rattling or slamming of cell doors is permitted.
- XIX. Group demonstrations, rioting, or inciting others to riot is prohibited.
- XX. The signing of petitions, group grievances, and inciting other inmates to violate jail rules or not obey an order from jail staff is prohibited.
- XXI. Tattooing is not allowed in this facility.

## Housing Unit Regulations

### *A. Cell Regulations*

- I. Be advised that the Lincoln County Jail has a female and male corrections officer working at all times.
- II. Cell assignments may not be changed.
- III. Intercoms and pod phones are to be used for **EMERGENCIES ONLY.**
- IV. Individual cells and day rooms must be cleaned daily by 9:00am. All stairs must remain free of debris at **ALL** times
- V. Huber inmates must clean their bunk area and make their beds prior to leaving for work daily. **This includes inmate workers.**
- VI. You are issued one (1) storage container, one (1) mattress, two (2) towels, one (1) top sheet, (1) blanket and one (1) mattress cover. Mattresses and bedding must remain on bunks at all times. All jail issued items are not permitted to be used as exercise equipment.
- VII. Inmates will not cover or otherwise obstruct a Correctional Officers view into any cell block or individual cell.
- VIII. Inmates will not drape blankets, towels, or clothing from their beds, windows, or light fixtures at any time.
- IX. Pictures, calendars, papers, and/or other articles may not be placed on the walls, windows, or lights in the cell blocks, individual cells, or common areas.
- X. Polaroid pictures are not allowed in the facility.

- XI. No lights, cameras, intercoms, air vents, or doors will be covered or obstructed.
- XII. Each and every inmate is responsible for the cleanliness and upkeep of their cell and **all** other regularly used living areas. Graffiti, etc. is prohibited.
- XIII. Dayroom and common areas will be straightened up prior to 10:00pm lockdown. Failure to keep these areas clean will result in the loss of TV and phone privileges the next day for the entire block.
- XIV. Sitting or standing on the tables or chairs is prohibited.
- XV. Sitting or loitering on the mezzanine, steps or rails is prohibited.
- XVI. All cells will be checked when an inmate is assigned a cell and before that inmate is released. Inmates are responsible for any damage, vandalism, and cleaning prior to release. Report any issues immediately to correctional staff upon cell assignment.
- XVII. When Correction Officers enter into any cell blocks, all inmates will either sit at the dayroom table or remain in their cells. At **NO** time will inmates be allowed to move about when staff is in the cell blocks unless directed by jail staff.
- XVIII. Inmates are not permitted to flush bags, wrappers, bedding, garbage or any other items other than bodily waste and toilet paper down the toilets. Violating this rule will result in a \$25.00 maintenance fee.
- IV. Inmates with a zero or negative balance may order an indigent refill pack one time weekly.
- V. Newly booked inmates will receive an indigent pack. The inmate's account will be charged \$4.50.
- VI. Outgoing mail, and request slips must be placed nightly in the supply box prior to 10:00pm lockdown. All request slips not containing your name and cell block will be discarded.
- VII. All inmates are required to be fully clothed in their jail uniform when outside their cells or sleeping area.
- VIII. Shoes must be worn outside of the cell block.
- IX. Inmates are required to wear undergarments or jail uniform inside their cell or bunk area at all times.
- X. Uniforms and towels for all inmates will be laundered twice per week. Inmates will be issued only enough undergarments to provide one per day until the next laundry day. Only that amount may be in an inmate's possession at any time.
- XI. Working Huber inmates will be allowed to launder their personal clothing when needed.
- XII. Linens, clothing including socks will not be turned in knotted or tied.
- XIII. Unauthorized clothing will be confiscated and disposed of by correctional staff.
- XIV. Any item belonging to the jail that is damaged by means other than normal use, will have the replacement cost charged to the inmates account. These items remain the property of the Lincoln County Jail. Check all items issued to you for damage (other than normal wear) at the time they are issued. Report any damage to correctional staff immediately.

### ***B. Restricted Areas***

- I. Inmates will not be allowed in visiting areas unless there for an approved visit or so directed by correctional staff.
- II. Inmates are not allowed in identified restricted areas (**RED TAPED**) without permission from correctional staff. Crossing red lines without permission is prohibited.

### ***C. Showers, Uniforms, Laundry***

- I. Inmates will be issued undergarments, a uniform top and bottom, a pair of slip on shoes, socks, one mattress, one blanket, one top sheet, one mattress cover, and two towels. Only jail issued garments will be allowed in the jail. Personal clothing will be kept in an outside locker, secured property area, or removed from the jail.
- II. Hygiene items may be purchased through canteen. Hygiene items are to be taken with the inmate upon release or disposed of in the trash can in the booking area.
- III. Inmates are required to shower at least once every two days.

## **Privileges**

### ***A. Television***

- I. TV volume will remain low enough so that it does not interfere with orderly operations of the jail.
- II. Except Saturdays, TV's will be turned off in all blocks at 10:00pm nightly unless approved prior to that time by correctional staff.

### ***B. Movies***

- I. Movies may be allowed to be watched by each cellblock on Monday and Saturday

Nights. As a privilege, these movies will only be allowed if the cellblock has followed all of the rules of the jail for the entire week. The whole cell block will have the weekly movies cancelled for not following the rules or individuals may be removed from the cell block while the movie is being watched.

### **C. Telephones**

- I. Telephones are a privilege. If abused or serving a discipline, they will be turned off.
- II. Inmates may be allowed telephone access after the completion of the booking process at the discretion of correctional staff. **All calls will be made from the Securus inmate phone system.**
- III. Personal calls may be made from the cell block dayroom areas during non-lockdown hours. Calls that are operator assisted collect calls, will cost the person being called a regular taxable fee. There is a fifteen (15) minute limit per call per inmate. Calls may be monitored and/or recorded. **If you wish to make non monitored calls to counsel, you must advise the jail staff of counsel's name and number by requesting it to be blocked, in writing on an inmate request slip.**

### **D. Visitation**

- I. Visitation times are posted in each cell block.
- II. Visitors in the jail lobby will not be allowed to eat, smoke, or drink in visiting areas.
- III. Any visitor that reports to visitation under the influence of drugs or alcohol will not be allowed to visit.
- IV. Former inmates of the Lincoln County Jail will not be allowed to visit any person within this facility for 90 days after their release, unless the visitor is an immediate family member of the inmate.
- V. A visit will be terminated if any inmate or visitor engages in inappropriate behavior.
- VI. After a visit is completed, visitors will exit the visitation area promptly.
- VII. Any violation of the jail regulations will result in the immediate suspension of the visit and the visitor may be banned from visiting in the future.
- VIII. Any inmate serving a disciplinary lockdown forfeits their visitation privileges.
- IX. All visitors must register on homewav.com and be approved prior to a visitation taking place.
- X. Free visitation will take place on Mondays and Tuesdays in the jail lobby from 8am-11am and 1pm- 4pm.

- XI. All lobby visitations will be on a first come, first serve basis. For safety reasons, small children must be supervised at all times. Loud, unruly, or boisterous behavior will not be tolerated.
- XII. Visitation from home will take place Monday-Sunday from 6am-10pm.

### **E. Canteen**

- I. All inmates have the opportunity to make purchases of personal items through Stellar canteen service. Inmates must have money in their accounts to cover the cost of the items requested from canteen.
- II. Correctional staff retain the right to limit the amount of such purchases for security and safety reasons.
- III. Inmate's purchases may not exceed \$50.00 a week.
- IV. Stockpiling of canteen items is not allowed.

### **F. Books, Magazines, Newspapers**

- I. The Lincoln County Jail will provide all books, magazines, and newspapers that are allowed in the jail. They will be issued at the discretion of correctional staff. Any intentional damage to jail property will result in the purchase price being deducted from the inmate's account.

### **G. Indigent Inmates**

- I. If an inmate has no money, they will be allowed to mail out one personal letter per week. Inmates with a zero or negative balance may order an indigent refill pack once weekly. The inmate's account will be charged for any and all items they receive. Their account will then show a negative balance. They must clear that negative balance before they will be allowed to order canteen items. Any money deposited on an inmate's account will automatically go toward any debts they may have incurred.

### **H. Recreation**

- I. There is no outdoor recreation available at this jail.
- II. Physical exercise may be done in the dayroom area.
- III. All exercise will be done in a safe and responsible manner. Running / jogging is prohibited.

### **I. Games**

- I. All games, cards, etc. (not obtained from canteen) will be provided by the Lincoln County Jail. Any damage other than normal wear will result in costs charged to the inmate who caused the damage.

attorneys, court officials, or other public officials.

- VI. **Return Address:** Inmate Name  
Lincoln County Jail  
1104 East 1<sup>st</sup> Street  
Merrill WI 54452

### ***C. Incoming***

- I. All incoming mail will be subject to inspection by correctional staff, except for mail from attorneys, court officials, or other public officials.
- II. Mail from attorneys, courts, or other public officials may be opened and inspected in the presence of the inmate.
- III. All incoming mail must include complete return address with sender's complete first and last name. If not, mail will be returned or placed in the inmate's property to be returned upon their release.

### ***D. Correspondence between inmates***

- I. Written correspondence between inmates in the same facility is prohibited. The only exceptions are: correspondence between immediate family members, with the pre-approval of a Correctional Sergeant, or Jail Administrator. This mail will be handled the same way as all other mail.

## **Health Services**

- I. If an inmate believes he/she is in need of (non-emergency) health care, he/she must complete an **INMATE HEALTH PROBLEM** form. Inmate Health Problem forms are available upon request.
- II. Sick call will be available at times designated by the medical staff. Inmates will be charged a \$3.00 co-pay for each requested nurse exam, and a \$6.00 co-pay for each jail doctor visit or doctor contact on the inmate's behalf.
- III. All non-working inmates with medical requests will see the jail nurse and jail doctor. Referrals to an outside doctor or specialist **must** come from the jail doctor or nurse.
- IV. Prescription medication will be provided only upon the order of the Lincoln County Jail medical professionals. A \$3.00 co-pay will be charged to the inmate's account per month, per prescription provided by the jail.
- V. Stock and non-prescription drugs will be administered only per medical staff's orders.

## ***J. Law Library***

I. Law library is a privilege and will not be granted to inmates on lockdown status. It is for legal purposes only. five free copies will be allowed and any additional copies will be at the expense of the inmate. Failure to have funds will result in not obtaining printed copies. Any misuse of law library will result in loss of future usage. Statute books may be requested in nightly supply buckets. Inmates classified as maximum will be able to utilize the law library at Correctional Officers discretion.

## **Religious Visits**

- I. Inmates may request religious visit (s) from legitimate clergy.

## **Meals**

### ***A. Serving Time***

- I. Meals will be served at the following approximate times: Breakfast -6:00am, Lunch- 11:30am, Supper-4:30 pm.
- II. Inmates will assist in meal and tray clean up in the cell blocks.
- III. **All** uneaten food will be left neatly on the tray. Utensils will be separated from food for counting and placed on top of trays. Trays will be placed in vestibules by inmates after meal times.
- IV. Food items from food trays will not be stored in cells or living areas.

## **Mail**

### ***A. Outgoing***

- I. Outgoing mail will be picked up daily by correctional staff at lockdown.
- II. Envelopes must be legibly addressed and must include a complete legal name and mailing address, along with the inmate's complete name and return address.
- III. Envelopes will remain unsealed unless the inmate is corresponding with an attorney, court official or other public official. (IE: Jail Inspector)
- IV. Pre-stamped envelopes and stamps may be purchased through canteen.
- V. All outgoing mail will be subject to inspection by correctional staff, except for mail to

The cost will be deducted from the inmates account. Non-stock, non-prescription drugs may be obtained by request made through the Jail Nurse. They will be obtained with the jail nurse's approval and at the inmates cost.

- VI. The individual inmate shall pay all co-pays for medications and medical treatment. Mental health treatment and emergency dental care costs will be paid entirely by the inmate. Inmates are responsible for their own bills. An inmate's insurance carrier will be billed first by any outside medical provider. Lincoln County will pay indigent inmates' medical bills. Those costs will then be deducted from the inmate's personal account, showing a negative balance. Any money received will be used to pay such bills.
- VII. Working Huber inmates will be responsible for the total cost of medical treatment. The jail doctor will not provide services for working Huber inmates. They will need to make arrangements with an outside provider at the inmates cost. All appointments must be coordinated with the jail nurses so they can obtain any needed information for use in the jail. A written pass must be filled out and returned to correctional staff for each appointment. Any medications obtained by working Huber inmates, is that inmate's financial responsibility. The jail nurse must be contacted with any information about any medication that a working Huber will be taking so they can coordinate their use in the jail and a record can be kept of the medications the Huber inmate is taking. Any narcotic medication **MUST** be brought in to the jail nurse for their review. A written waiver of medical information must be signed and provided so the jail nurse can obtain any medical information needed for review.
- VIII. Lincoln County reserves the right to pursue the reimbursement of medical and dental bills incurred by inmates while incarcerated in the Lincoln County Jail, per **State Statute 49.08** (Indigent or otherwise).
- IX. Contact the on duty Correctional Officer for any emergency problem. They will review and/or consult with the jail doctor on the emergency and take appropriate action to handle the emergency.

## Searches

- I. Search and inspection of inmates, cells, and inmate property may be conducted at any time for health, safety, or security reasons. Inmates

are required to cooperate during search and inspections.

- II. Inmates are prohibited from interfering with inmate counts or searches.

## Lockdowns

- I. Inmates will return to their cells in an orderly fashion when they are notified of a lockdown.
- II. Inmates may be placed on Lockdown status at any time for safety, discipline, behavioral issues or security reasons.
- III. When serving a disciplinary lockdown **ALL** privileges are revoked. This includes visitation, non-legal mail, phones, canteen and programming. Inmates will be allowed to shower once every other day.

## Inmate Property

- I. Inmates should have any valuable property held at the jail, transferred to someone outside the jail for safe keeping.
- II. Property belonging to released inmates will be retained for thirty (30) days. Property left past the 30 days will be **disposed of without recourse by owner.**

## Huber Law/ Work Release Rules

- I. Employment and child care is at the discretion of the Jail Administrator. Jobs are limited to a travel distance. **For new or existing jobs, a maximum of sixty (60) miles** from the Lincoln County Jail is allowed. All required forms will be completed and approved **before** release for **work / childcare** may be allowed.
- II. Any inmate, who is convicted of an OWI related offense, **MUST** have an AODA assessment done before granted Huber Privileges. **This is required by statute # 303.08 (10m)** and is not an issue that the Jail Administrator can change or waive. If the required assessment is not done by the time you start your sentence, you **DO NOT** have Huber privileges and cannot leave under Huber Law except for the assessment process.
- III. Means of travel will be a direct route to and from the jail, to the place of employment and/or child care. Inmates must report to work and return from work and any pass as scheduled. Stops for personal reasons are

- NOT** allowed without prior approval. Any use of a motor vehicle travel requires a valid driver's license for the operator and proof of current / valid auto insurance on that vehicle.
- IV. A pass is required for any travel beyond that of to and from work including but not limited to legal appointments, job interviews, medical appointments, treatment programs, etc. All passes must have arrival and departure times indicated along with an authorized signature from each destination.
  - V. Alcohol or illegal drugs may **NOT** be used or consumed at any time. **A urine test for drugs is required prior to approval** of Huber release. Any time that you return to the jail you may be required to have a chemical test done of your breath, blood, or urine. Refusal to submit to testing may result in loss of Huber privileges for the duration of your sentence. Positive tests for drugs/alcohol or an increase in quantity over a previous drug test will result in a request for revocation of Huber. Inmates who report to jail at the start of their sentence who are under the influence of alcohol and/or drugs will not be allowed to leave the jail until they test negative for alcohol and/or drugs.
  - VI. Inmates may only work if covered by Worker's Compensation Liability Insurance. The inmate who is self-employed, **MUST** have a health plan with a minimum medical plan of \$1,000,000.00
  - VII. Inmates will not be allowed out for work and/or childcare more than six (6) days in a row. Federal Holidays are considered "**in days**", unless **pre-approved at least 24 hours in advance by a Jail Sergeant**. A written request by the employer for holiday consideration must be received.
  - VIII. Inmates will be required to turn over all earnings, including payroll checks, as well as unemployment checks, to the Lincoln County Jail. Failure to adhere to this rule will result in suspension of Huber privileges. Employers must pay the "minimum" required wage per hour for each hour the inmate is at work. **If needed**, the maximum travel time allowed to and from work is (one) 1 hour. Travel time will be determined by the jail staff. Self-employed inmates and inmates whose paychecks are "Direct Deposit" are **required to pre-pay the first two weeks** Huber and to retain an amount in their account to stay ahead on all future Huber payments.
  - IX. Huber inmates are not allowed to keep more than **\$100.00** in their personal locker in the Huber entry / waiting area. Huber inmates will be issued a combination padlock for use on their assigned locker. Secure all of your personal items in your assigned locker. **NOTE:** these lockers are subject to search at any time without your permission.
  - X. Inmates will be charged weekly Huber fees. While incarcerated. Inmates will pay those fees in advance, prior to being released for work. If not paid, the inmate may be withheld from Huber/Work release and/or lose "Good Time" and canteen privileges.
  - XI. Inmates are required to inform a Correctional Officer of any changes in work status (E.g. hours of work, mandatory overtime, location of work, etc.) and must be by written or oral request from their supervisor.
  - XII. Inmates are **not** allowed to work more than 12-hour-days, **INCLUDING TRAVEL TIME**, or to work a part-time job in addition to a full-time job unless approved by a supervisor.
  - XIII. Split shifts are not allowed without prior approval by a Jail Sergeant. They will require confirmation of need by the employer **BEFORE** review for approval.
  - XIV. Self-employed inmates are **REQUIRED** to show proof of pre-existing self-employment such as, past **two years** tax records for that employment to be eligible for such employment under the Huber Law. All self-employed inmates must provide a written itinerary to the Correctional Officers prior to leaving for work each day.
  - XV. Lincoln County will not be responsible for valuables kept in the lockers. **Store your valuables elsewhere**. Electronic devices, tools, cigarettes, lighters, etc. are considered contraband therefore are not allowed inside the jail and must be stored in your personal locker in the Huber entry / waiting area.
  - XVI. Any inmate smuggling or attempting to smuggle contraband into the jail may lose their Huber privileges for the duration of their sentence. The inmate may also be charged criminally.
  - XVII. Any inmate arrested for a crime, while incarcerated, may lose their Huber privileges for the remainder of their sentence.

- XVIII. Childcare must be at a location within Lincoln County **ONLY**. Inmates are only allowed out during the time that their spouse, parents, or other childcare provider is unable to watch the children. There must be a legitimate reason for the absence of the other childcare provider such as outside job, travel to job, Etc. The other childcare provider must provide a copy of work hours, etc. Childcare is only allowed for children and step-children of the inmate. No one other than the children and step-children of the inmate being cared for, may be at the residence. Divorce or court ordered visitation is not considered Childcare and will not be approved.
- XIX. Part time jobs will only be allowed if the hours worked are sufficient to cover Huber fees.

### **Treatment Programs**

- I. Treatment programs consist of AODA, Anger Management, AA, NA, or a similar program.
- II. Participation in programs that are held outside the jail requires the inmate to be sentenced with Huber privileges. Participation in the program must be court ordered with circumstances that require the inmate to attend while the inmate is in jail (extensive length of sentence, etc.) or show previous continuous participation in one of the above mentioned programs prior to being in jail.
- III. Previous violations of this type of privilege may result in the present participation not being allowed while in jail.
- IV. A written pass needs to be filled out and signed by the program provider. Any inmate that will be using a motor vehicle or receiving a ride in a motor vehicle must provide a valid driver's license for the operator of the vehicle and current valid insurance information for that vehicle.
- V. Requests for participation in a treatment program must be made in writing, on the proper form, to a Correctional Sergeant. They will review the request with the Jail Administrator for approval/denial.

### **NTC's Learning Center**

- I. Request an application to attend Jail School Program.
- II. Study for the GED / HSED tests.
- III. Improve your reading, writing, and math skills.
- IV. Must have prior approval by jail staff and the current educational instructor.
- V. Inmates classified as maximum will not be allowed to attend the Jail School Program.

**Violations of the above rules and regulations may result in the loss of Huber Law rights, loss of privileges, loss of good time, placement in punitive segregation, change in your classification, and / or possible criminal charges.**

Disciplinary action for any infraction may be appealed.

**Approved by:**

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*Jeffery W. Jaeger, Sheriff*

*Date* \_\_\_\_\_

***Revised as of 02/16/2017***