

RUSK COUNTY JAIL



HANDBOOK OF RULES

Jail Rules
Huber/Work Release Rules
General Information

WHILE YOU ARE CONFINED IN THE RUSK COUNTY JAIL YOU ARE UNDER THE CUSTODY, CONTROL AND CARE OF THE SHERIFF AND HIS STAFF AND MUST COMPLY WITH THE RULES OF THE JAIL.

This Handbook is a guide to the rules of the Rusk County Jail and other general information necessary to maintain a secure, safe, and orderly jail. Other rules of the Jail may apply that are not in this Handbook. Consult with a Jailer if you have a question not covered by this Handbook.

The jail reserves the right to change or modify the rules as required to maintain a safe, secure, and orderly facility.

ALL inmates are expected to read, understand, and follow the rules of the jail. If you cannot read, let the jail staff know and accommodations may be made.

DAILY SCHEDULE

- 7:00 a.m. Wake up, lights on, cell gates open, beds made
- 7:00 a.m. Formal count
- 7:00 a.m. Breakfast served (all inmates expected to be out of their cells or beds to receive meals).
- 7:00 a.m. All inmates are to be awake and out of bed and have their bed made, cell and cell areas cleaned and be ready for the day's activities. Inmates can sit on their bunk at 90 degree angle. Exceptions for medical or work requirements may be granted on a case-by-case basis. NO sitting on the table or chair backs.
- The television or radio and telephones may be turned on **AFTER** beds made and area inspected by jail staff.
- 1200 p.m. Lunch served - cleanup.
- 1:00 p.m. Afternoon events as scheduled.
- 5:00 p.m. Evening meal served - cleanup.
- 7:00 p.m. Evening events as scheduled.
- 11:00 p.m. Lock-down. Lights out, televisions and radios off, inmates in cells or bunks, gates closed. **ALL QUIET!**
- 12:00 a.m. Possible Lockdown on Weekends

NOTE - Jail staff may vary this schedule in the event of an emergency or increase in workload that prohibits certain scheduled events and allows for better operation of the jail.

TABLE OF CONTENTS**PAGE #**

1.00	CELL ASSIGNMENT	3
2.00	HOUSEKEEPING & SANITATION	3
3.00	PERSONAL HYGIENE	5
4.00	EQUIPMENT ISSUE/LAUNDRY EXCHANGE	6
5.00	TOBACCO FREE JAIL ENVIRONMENT	8
6.00	MEALS	8
7.00	MAINTENANCE OF CELLS & JAIL PROPERTY	9
8.00	LOCKDOWN	13
9.00	CONTRABAND	13
10.00	VISITATION	14
11.00	MAIL REGULATION	16
1200	SEARCHES/INSPECTION OF JAIL FACILITY	20
13.00	STRIP SEARCHES, PROPERTY INVENTORY & SEARCHES	21
14.00	MONITORING	22
15.00	MEDICAL CARE	23
16.00	BOOKING & FINGERPRINTING	25
17.00	PRIVILEGES	25
18.00	INDIGENT INMATES & INDIGENCY CRITERIA	31

TABLE OF CONTENTS**PAGE #**

19.00	TRANSFER OF PROPERTY	31
20.00	ESCAPE	32
21.00	GRIEVANCES/REQUESTS TO STAFF	32
22.00	GOODTIME SENTENCE REDUCTION	33
23.00	DISCIPLINARY ACTION	34
24.00	PROHIBITED ACTS	36
25.00	EXTRACURRICULAR ACTIVITIES	40
26.00	HUBER & WORK RELEASE PROGRAM RULES (Employed Inmates)	41
27.00	HUBER RELEASE PROGRAM RULES (Unemployed Inmates)	41
28.00	RANDOM/MANDATORY DRUG SCREENING OF HUBER RELEASE INMATES	42
29.00	INMATE WORKERS	45
30.00	INMATE HOUSING FEE (LOC REIMB FEE)	49
31.00	EMERGENCIES IN THE JAIL	51
32.00	ATTORNEYS	51
33.00	PRISON RAPE ELIMINATION ACT (PREA)	52
34.00	INMATE VOTING	53
35.00	REGISTRATION TO VOTE	54
36.00	JAIL FURNITURE RULES	55

1.00 CELL ASSIGNMENT

1. Cell and bunk assignment will be made when you arrive in the jail. You are not allowed to change beds or bunks with another inmate unless authorized to do so by a jailer.
 - a. If you want a change in cell or bed assignment you may submit a written request to the jailer detailing the reason for the change.
2. You are prohibited from entering another inmate's cell or bunk without specific permission from the jailer.
3. You must be properly dressed when out of your bunk area of cell.
 - a. Properly dressed means that you must wear either a white t-shirt or the top and bottom portion of your jail uniform, with legs uncuffed, and footwear protecting your feet.

2.00 HOUSEKEEPING AND SANITATION

1. You are required to keep your cell, adjacent dayroom, corridors, and other common areas clean and sanitary at all times.
 - a. Cleaning material will be provided as needed. Failure to maintain these areas may result in disciplinary action.

2. Your assigned bunk or bed must be neatly made between the hours of 7:00 a.m. and lockdown. You may go to bed after 9:00 PM, but will be required to get up for the formal count.
 - a. Pillowcases shall remain on the pillow and the pillow located at the head of the bed. The head of the bed is that portion of the bed closest to the wall. Mattresses shall remain on the bed. Sheets and blankets shall be pulled tightly and tucked under the mattress. It is permitted to sit on top of your bunk at a 90 degree angle, NO SLEEPING between 7am-9pm.
3. You are prohibited from moving or tampering with any jail furnishings or personal items belonging to another inmate. You are not permitted to sit on the table or the chair backs.
4. Personal items will not be allowed to accumulate in any area of the cell, cellblock, or dormitory including on the floor or under the mattress. Nothing is to be hung on the walls or mirror of the cell.
5. Cells and bunks not occupied or assigned shall remain free of any items including towels, trash, clothing, papers, magazines, books, etc. Personal items must fit in your assigned plastic tote.
6. You are not permitted to use a bunk or cell not assigned to you. You are not permitted to change cells without permission from jail staff.

3.00 PERSONAL HYGIENE

1. You are required to shower regularly (a minimum of three (3) times per week) preferably daily, and at the direction of the jailer.
2. If sentenced to the jail, you may be required to maintain the following grooming standards:
 - a. Male inmates – must be neatly worn. Beards and/or mustaches must be trimmed and neat. Inmates are allowed two hair ties.
 - b. Female inmates - hair must be neatly worn. Cosmetics are not allowed. Inmates are allowed two hair ties. Pencils are not allowed to be used as cosmetics.
 - c. Fingernails must be trimmed to no longer than one-fourth (1/4) inch beyond the fingertips for both male and female inmates.
 - d. You may not shave your head or have your hair less than one-fourth (1/4) inch. Anyone abusing shaving privileges will lose them.
 - e. Any exceptions to the grooming standards must be approved by a supervisor, the Jail Administrator or the Sheriff.
3. If you do not comply with the grooming standards you may be subject to disciplinary action.

4. Razors and other necessary shaving material will be provided to you. You may not have in your possession razors or shaving material except while under the supervision of the jailer while in the actual process of shaving.

4.00 JAIL EQUIPMENT ISSUE AND LAUNDRY EXCHANGE

1. You will be issued and responsible for the following items upon admission to the jail:

	<u>Replacement Value</u>
a. One Mattress	\$100.00
b. One Pillow	17.83
c. One Blanket	13.69
d. Two sheets @ \$19.31 each	38.62
e. One pillow case	13.02
f. One personal towel	13.69
g. One washcloth	8.00
h. One uniform (top & bottom)	24.00
i. One pair of footwear	10.74
j. One Jail Handbook of Rules	10.00

2. You will also be issued and charged for the following personal hygiene items at booking:

- a. One drinking cup
- b. One bar of soap
- c. One bottle of shampoo
- d. One tube of toothpaste
- e. One container of deodorant
- f. One comb or pick (if necessary)

3. In addition, you will be provided as needed:
 - a. Feminine hygiene products (fee item.)
 - b. Toilet paper
4. **YOU ARE RESPONSIBLE FOR PROPERTY ISSUED TO YOU.** If any jail property issued to you is damaged, destroyed, or missing, you may be required to pay for that item at the above replacement value and may be prosecuted for the damaged or missing item.
 - a. This does not include personal hygiene items.
5. Laundry exchange of linens and uniforms will be washed twice a week per the jail schedule. “When you are released you must return all items issued to you in the same condition you received them, less normal wear.”
 - a. Personal hygiene items are not to be given to other inmates at your release, you will need to discard them in the laundry room garbage if you do not wish to take them with you.
6. You are not allowed to have more than the issued number of items, uniforms, or bedding unless prior authorization is obtained from a jailer or Jail Administrator.
7. Bedding, including mattress, pillow, sheets, blanket, etc. are not allowed out of your bunk, unless prior approval from jail staff.

8. Copies will only be made of legal documents or jail documents. (You will be charged the current rate). No copies of any other materials will be made.

5.00 TOBACCO FREE JAIL ENVIRONMENT

1. Smoking and other use of tobacco is **NOT** permitted in the jail. This includes cellblocks, dormitories, hallways, entryways, foyers, elevators, offices, bathrooms, etc. Do not bring these items into the jail. You will be charged criminally for delivering articles to an inmate. WI ST. 302.095.
2. During the booking process you are to turn into the jail any tobacco or tobacco accessories (papers, pipes, matches, lighters, etc.) over to the jailer. These items will be placed in your personal property.
3. Tobacco products and accessories are contraband. If they are found in your possession after booking they will be confiscated and destroyed.
4. Any violation of the tobacco free policy of the jail will result in disciplinary action and/or a referral may be made for prosecution.

6.00 MEALS

1. You will be furnished with three (3) meals per day according to Wisconsin Department of Corrections guidelines.
2. Meal containers and/or utensils shall not be washed in

the cell areas.

3. All uneaten food will be left in the meal container and returned to the jailer. No food is to be kept in the cell or cellblock to be eaten at a later time. No food or meal containers are to be flushed down the toilet, or thrown in the cell garbage. This includes individual serving packets.
4. All eating utensils, cups, glasses, meal containers, etc., shall be returned undamaged to the jailer after each meal.
5. Special diets or religious diets may be provided with **VERIFICATION. YOU MUST PROVIDE WRITTEN VERIFICATION FROM YOUR DOCTOR OR RELIGIOUS AUTHORITY FOR ANY SPECIAL DIET.** If you have not provided any special diet information and are served a meal containing food/s you should not eat -- DO NOT EAT THE ITEM.
6. You are to be fully clothed at mealtime and must wear either a white t-shirt or your uniform top and bottom and footwear while out of your cell or bunk.
7. Your table will be cleaned before and after each meal, jail staff will supply cleaner.

7.00 MAINTENANCE OF CELLS AND JAIL PROPERTY.

1. YOU are responsible for all jail property/equipment in

the area assigned to you. You will not mark on or deface walls, tables, bars, floors, linens, or clothing. You are required to report to the jailer anyone marking on or defacing any item in the jail.

2. You are not to cover or obstruct in any fashion cell lights, inspection windows, or cell bars.
3. You shall not tamper with lights, locks, windows, telephones, televisions, or any other jail fixture, item, or equipment.
4. You are permitted to have ONLY the following items in your cell:
 - a. Issue of linens and items issued to you by the jailer.
 - b. One jail uniform (top, bottom and sweatshirt) and approved footwear.
 - c. A limited amount, (6"inch max) -of personal and legal papers -- no magazines. Excess material is to be removed from the jail or, if room permits, stored in your personal property and provided to you when you are released.
 - d. Underclothing, consisting of:
 - i. Seven (7) pairs of WHITE socks.
 - ii. Seven (7) pairs of WHITE under shorts or underpants -- no decals or writing allowed on them.

- iii. Seven (7) WHITE t-shirts -- no decals or writing allowed on them.
- iv. WHITE brassieres for women only -- No metal under wire types allowed!
- e. A reasonable amount (as determined by jail staff) of Commissary items.
- f. Special requested items pre-approved in writing by jail staff.
- g. Eyeglasses (one pair) or contact lenses, if approved by the jail nurse. If you have glasses, contacts are not allowed.
- h. Bible, other religious text or AODA program literature limit two, (not included in book count).
- i. Reading material 3 books, one crossword or puzzle book, or coloring book.
- j. Photographs (no larger than 8"x10"), no frames, no Polaroid, nude photos, or photo's perceived as gang related; limited amount as determined by jail staff.
- k. One small personal size address book, NO STAPLES OR METAL
- l. Dentures, if required.
- m. Hearing aids, if required.

- n. Medical appliances, if pre-approved by jail nurse.
 - o. NO literature or material obtained from the Internet that may disrupt the safety or security of the jail.
5. All items in the cell or dorm must be kept in a neat and orderly fashion and may be inspected and/or searched at any time by a jailer.
 6. The jailer may refuse any item into the jail that is believed to be a threat to the safety, security, or orderly operation of the jail.
 7. No more than three (3) soft or hardcover books in a cell at one time. Magazines are not allowed outside of library. (Exclusion-see 7.04 (I))
 8. Material that is determined to be pornographic or violent in nature, as determined by community standards and interpreted by the Sheriff, shall not be allowed into the jail.
 9. All excess items or items not allowed into the jail (except contraband) shall be released to a responsible party of your choice. The jail shall not be held responsible for items not allowed into the jail or excess items in the jail.
 - a. You will have seven (7) days to remove any excess items belonging to you from the jail. WE WILL NOT STORE THEM. Any item(s)

not removed within the seven days will be disposed of by jail staff.

8.00 LOCKDOWN

1. When the jail is in a lockdown status you will cease all activity and go immediately into your cell or bunk. Television, radio, telephones, and daylights will be shut off. You will be expected to remain quiet.
2. Lockdown may occur at any time during an emergency.
3. Daily lockdown will occur at 11:00 p.m. Lockdown will be at midnight on weekends. Cell gates will be re-opened and lights will be turned on between 6:30 and 7:00 a.m.

9.00 CONTRABAND

1. ***Definition:*** Contraband is any item(s) not issued or authorized by the jail staff, not purchased from Commissary, or authorized by the jail supervisor, or any permissible item converted to something other than its original intended purpose. This may include unauthorized amounts of permissible items.
2. Contraband may include, but is not limited to: any metal or hard plastic item, paper clips, rubber bands, food items not obtained through canteen, etc.

3. Possession of contraband may result in disciplinary action and/or referral to the District Attorney for prosecution.

10.00 VISITATION

1. Visits with pre-authorized members of the clergy will be allowed at reasonable times and for a reasonable amount of time not to exceed one (1) hour or as determined by jail staff.
2. Visits with attorneys will be allowed at reasonable times and for a reasonable amount of time not to exceed one (1) hour or as determined by jail staff.
3. Visual observation shall be maintained during your visits.
4. You will be permitted one (1) visit per week after your initial court appearance.
5. Visitation hours are on Tuesday 7:00-9:00 p.m. Saturday or Sunday between the hours of 1:00 p.m. and 5:00 p.m. and 7:00-9:00 p.m. Each visit may be up to thirty (30) minutes in length. You may request in writing a one hour visit each month. Your behavior will dictate if you are allowed the visit. You must be a Rusk County inmate for at least one week before you are allowed an extended visit.
6. Visits are limited to two (2) visitors at any one time and must be scheduled twenty-four (24) hours in advance. Appointments are made with the jail staff.

Failure to give proper notice may result in losing visiting privileges for 2 weeks.

7. Children also count as a visitor. Visitors under the age of eighteen (18) must be accompanied by an adult family member who has visiting privileges. **Note - children under the age of 12 are **NOT** permitted to visit unless prior approval is obtained from the duty jailer.

8. Contact visits are not permitted except for the following persons while conducting official business:
 - a. Law enforcement officers.
 - b. Persons affiliated with law enforcement.
 - c. Law enforcement Chaplains.
 - d. Pre-authorized attorneys.
 - e. Persons pre-approved by the Sheriff or Jail Administrator.

9. No visits will be allowed for any/all former inmates of the Rusk County Jail for ninety (90) days after the former inmate was released from jail.

10. The jail staff may deny a visit to any person when, in the jailers opinion, allowing the visit may present a threat to the safety of those concerned or have a

potential to interfere with the security or orderly operation of the jail.

11. Visits may be suspended or canceled during an emergency.
12. Requests for exceptions to visitation must be submitted in writing. Such requests must provide a detailed explanation as to the need for the exception and specify dates and times, names, etc.
13. A person cannot visit more than one inmate unless it is immediate family to the visitor. There will be a 30 day window before the visitor can change inmates to visit.

11.00 MAIL REGULATION

1. The purpose of this section is to:
 - a. Ensure that mail is not used to bring contraband into the jail.
 - b. Ensure that the mail is not used to send contraband out of the jail.
 - c. Prohibit correspondence harmful to the security, safety and operation of the jail.
 - d. Prohibit correspondence contrary to law (i.e. violation of no-contact orders, harassment, etc.)

- e. Protect the safety of inmates and staff while in jail.

2. Privileged mail

- a. All mail to courts of law, attorneys, state and federal officials will be mailed without inspection or censorship IF THE MAIL IS CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE BY YOU AS MEETING ONE OF THOSE EXCEPTIONS.
- b. You may seal the envelope of privileged mail prior to submission for mailing.
- c. Any jailer having reasonable suspicion regarding the contents of any mail may have you open the envelope in their presence and inspect it for contraband or a violation of the jail rules.
- d. TIME system inquires received from your attorney through discovery is not allowed in your cell. These items will be kept in your personal property. You may have access to these documents in the media or conference room.

3. Non-privileged mail

- a. Non-privileged mail includes all mail not covered by the above exceptions.

- b. You are not to seal outgoing non-privileged mail.
 - c. Mail not able to be delivered due to a violation of the jail rules may be returned to you or placed in your personal property to be given to you at your release from the jail.
 - d. The jailer will provide a non-delivery of mail notice concerning the reason for non-delivery, to you.
- 4. A reasonable amount of mail may be sent if you provide enough money and/or supplies and the jail staff have sufficient time to receipt and send the mail. Jail staff will determine what a reasonable amount of mail is.
 - 5. Indigent inmates - if you cannot afford to purchase postage or mail supplies you may order an indigent pack from commissary. This will supply two (2) stamped envelopes and paper (weighing one ounce or less per letter --6 sheets or less) per week.
 - 6. Indigence is determined by the amount of funds in your commissary account and length of time.
 - 7. Mail which serves no immediate legitimate purpose and commonly referred to, as “junk mail” will not be receipted by the jail. Such mail will be, at the discretion of the jailer, returned to the sender, placed in your personal property and given to you at release, or thrown away.

8. Postage and mail supplies must be obtained from the jail Commissary. If you are sentenced to prison, you can have 26 stamped envelopes sent through the mail for you to take with you.
9. All mail sent from the jail must include a clearly written return address which is to be located on the upper left hand corner of the envelope.
10. The return address must include:
 - *First line: your first and last name (in that order – NO NICKNAMES).
 - *Second line: Rusk County Jail
 - *Third line: 311 East Miner Ave, Suite L100
 - *Fourth line: Ladysmith, WI 54848
11. Mail addressed to you at the jail must include your full name (**NO** nicknames) and addressed as indicated above and in the return address area of the envelope the full name of the sender (no nicknames) with a complete mailing address.
12. Mail not meeting the jail regulations will either be returned to the sender or placed in your personal property to be given to you at your release. You will also need to sign a non-delivery of mail sheet.
13. Money sent for your commissary account through the mail MAY be in the form of cash or money order (made payable to the Rusk County Jail Commissary Account in your name.) **NO PERSONAL CHECKS!**

THE JAIL IS NOT RESPONSIBLE FOR CASH SENT THROUGH THE MAIL!

14. Books and puzzles mailed to you must be new and unopened and must be donated to the jail when you leave. The only items allowed or accepted through the dispatch window will be:
 - a. Legal Mail
 - b. White socks, underwear, T-shirts or long underwear.
 - c. Glasses and prescription medications.
 - d. Personal Bible, with prior written approval from the Jail Administrator.

12.00 SEARCHES AND INSPECTIONS OF THE JAIL FACILITY

1. All areas of the jail (day rooms, cells, showers, corridors, lockers, foyer, etc.) are subject to a search by jail staff at any time, without notice. Such searches are designed to insure the safety, security and orderly operation of the jail.
2. During any searches/inspections, you are required to follow the directions and orders of the jail staff and cooperate with those conducting the search or inspection. You may or may not be permitted to be present during the search.

3. Jail census or “body counts” of the jail population will be taken 3 times a day at unscheduled times and as required by the jail staff. You will be required to cooperate and follow the directions of the jailer.

13.00 PROPERTY INVENTORIES, STRIP SEARCHES AND OTHER SEARCHES

1. Upon admission to the jail you will be searched by jail staff. You are subject to a full search of your body and clothing to determine if any contraband is concealed and for identification, health, and safety reasons.
2. Should it become necessary to conduct a body cavity search, such examination will be made by trained medical personnel.
3. Strip searches should be performed by jail staff of the same sex, except in situations which could result in an immediate threat to the safety or security of the jail or others.
4. All property brought into the jail shall be searched, inventoried, placed in storage, and/or released to a responsible person designated by you. A copy of the inventory record will be placed in your jail file.
5. The Rusk County Jail assumes no responsibility for excess personal property brought into the jail. Excess property must be removed from the jail within 7 days or it will be disposed of. All your property must be removed from the jail upon your release.

14.00 MONITORING

1. The jail has a monitoring system. The purpose of this system is to maintain security, safety and an orderly jail operation and to allow you a method of contacting the jailer in the event of an emergency.
 - a. This audio system is to be used in an **EMERGENCY ONLY!**
 - b. The routine method of contacting a jailer is during cell checks.
2. You are not allowed to pound on cell doors, whistle, or make noises while in the jail unless an emergency exists.
3. You are not to communicate with inmates in other cellblocks or dormitories outside of the normal established procedures. You will follow orders of no contacts per bail bonds.
4. You are not to communicate with persons outside the jail except through the approved means of communication (i.e. telephone, mail, approved visits, etc.)
5. Tampering or abusing the monitoring system or violating the communication rules is prohibited and will subject you to disciplinary action which may include criminal prosecution.

15.00 MEDICAL CARE

1. Requests for routine medical attention must be submitted to the jailer on a sick call form. State the date of the request, nature of the illness, etc. The jail nurse will review the medical request. Any/all inmates seen by the jail nurse will be assessed a \$10 Jail Nurse Fee PER visit. Any medical requests made when the nurse is not here may be subject to a \$10 after hours Jail Nurse fee for after-hours contacts.
2. When you are booked into the jail you are required to sign a medical release form. If you have an allergy you will be required to sign a medical information release for your doctor to provide documentation of the allergy.
3. Emergency sick calls will be attended to by jail staff, who may request the jail nurse or DR to evaluate your medical needs.
4. In the event of a legitimate medical emergency the jail staff will provide you with immediate medical attention.
5. You are responsible for paying for the cost of any necessary medical, hospital or pharmaceutical needs while in the Rusk County Jail. Costs for such care may be deducted from your Commissary Account.
6. If you request medical, hospital, or pharmaceutical care, and based upon the judgment of the jail staff, jail nurse, or a physician, such care is needed and you are

unable to pay for the care, a determination regarding payment of such care will be made before it is provided. This determination may be made by a staff member from the Rusk County Department of Health and Human Services.

7. If it is determined that you are unable to pay for the cost of necessary medical, hospital, or pharmaceutical care, Rusk County, or some other agency, may pay for the cost of such care but may sue you or your estate to collect the costs of the care provided per Wisconsin Statute 302.38 and 49.08.
8. Medications will be delivered by jail staff at times scheduled by jail policy and upon the direction of the jail nurse or a physician.
9. You may not have in your possession any non-prescription medication.
10. Except at the time of delivery, you may not possess or have in your possession a prescription medication or any substance that may affect your mental or physical function.
11. You may not give, or deliver any medications to any other inmate in the jail.
12. You are expected to cooperate with the jail health service staff regarding your health care needs and treatment.

13. You are required to report any injury or serious illness to the jail nurse or jailer as soon as possible.

16.00 BOOKING AND FINGERPRINTING

1. State law requires that all persons who are admitted into the jail provide information necessary for identification purposes including being photographed and fingerprinted and/or palm printed. It further requires that an additional set of photographs and fingerprint or palm prints be taken for each new or subsequent charge.
2. You are required to cooperate in the photographing, fingerprinting and palm printing process.
3. Failure to cooperate with the fingerprinting and documentation (booking) process may result in disciplinary action and criminal sanctions and delay your release from the jail.
4. You are required to submit to DNA submission as indicated by the court.

17.00 PRIVILEGES

The following are privileges provided to you by the Rusk County Jail and may be withdrawn by the jail staff as part of the disciplinary process or for the safety, security, and orderly operation of the jail. These privileges are not to be construed as giving you any specific rights or as placing any obligation on the jail.

1. Library:

- a. You may be allowed to visit the library during certain times each week. Included in the library are magazines, books, newspapers, and other material deemed appropriate.
- b. You are prohibited from writing on, in, or removing anything from the reading material in the jail.
- c. Certain material (dictionary, magazines, or other reference material) is not to be removed from the library.

2. Telephone:

- a. AFTER completing the jail admission process, or as soon after as practical, you may be given access to a telephone allowing you to make a telephone call for the purpose of notification of immediate relatives or to contact an attorney.

The Public Defender may be contacted by telephone at 715-537-1191, or by writing:

**State Public Defender
410 E La Salle Ave.
Barron, WI 54812**

- b. If you are uncooperative, hostile, or in any way present a potential threat to the safety,

security, or orderly operation of the jail you may be refused telephone privileges until such threat subsides.

- c. Each cellblock and dormitory is equipped with a telephone that permits outgoing calls only. Telephone minutes may be purchased through Commissary.
- d. Telephone calls are limited by the telephone company to 15 minutes in length.
- e. If you are housed in a Receiving Cell and NOT under disciplinary action you may be allowed to make one (1) telephone call per day only using the telephone in the Intake Cell at the discretion of the jailer.
- f. The jail telephone system does not allow for receiving any incoming calls. In the event of an EMERGENCY (i.e. death in the immediate family or other such circumstance) the caller may leave their name, telephone number and nature of the emergency with the jailer. You will be informed of the message as soon as practical.
- g. You are to conduct your telephone conversation in a civil manner. Any loud talking, yelling, cursing, obscenities, or arguing over the telephone may be cause for the jailer to discontinue your call and may subject you to disciplinary action.

- h. You are not to make inappropriate or nuisance telephone calls or repeated calls when the receiving person does not want to receive your call.
- i. Third party, or three-way calling, is prohibited. You are not to participate in such calls unless specifically directed to do so by the jailer.
- j. **THE RUSK COUNTY JAIL HAS THE ABILITY TO MONITOR AND RECORD YOUR TELEPHONE CONVERSATION AND RESERVES THE RIGHT TO DO SO WITHOUT NOTICE.**

3. Recreation:

- a. Within the space confinements and equipment availability there are recreational and exercise opportunities available to you.
- b. You may be denied access to the recreation area if you are under disciplinary action or have demonstrated other behavior problems in the jail, or because other security, safety or operational problems exist.
- c. Jailers may restrict or deny access to the recreation area if time and duty assignments prohibit use or an emergency exists.

- d. If you are under a physician's care or receiving medication that prohibits you from safely using the recreation equipment you may be restricted from the recreation area.
- e. Abuse or misuse of recreation equipment may result in access restriction, disciplinary action and/or criminal prosecution.
- f. You are required to follow any guidelines and directions regarding the use of recreation and/or exercise equipment.
- g. You are to stay behind the red line near the door. You are NOT allowed to look out the window or climb on any furniture in the rec room.

4. Commissary:

- a. You may be allowed to purchase some pre-approved candy, snacks and other items, including some personal hygiene items, through the Commissary. Commissary purchases of non-hygiene items may be limited.
- b. Money for Commissary will be deducted from your Commissary account.
- c. Relatives or visitors may put money in your Commissary account on your behalf. If you are in arrears to the jail, a minimum of 40% of

deposited monies will be put towards your outstanding debts to the jail. This amount may be increased at any time based on various circumstances such as the length of your outstanding debt owed to the Rusk County Jail or the type of debt incurred.

- d. Items excluded from Commissary but allowed into the jail from an outside source include those items listed in Section 7.00 (4)
- e. ALL excess items or items not allowed into the jail will be released to a responsible party of your choice. The jail is not responsible for the aforementioned excess/non-allowed items.
- f. If you are indigent you will be allowed to order the necessary personal hygiene items consisting of toothpaste, toothbrush, deodorant, shampoo, and soap. These items will be billed to your Commissary account.
- g. Commissary items must be stored in your tote in the cell or dormitory in a neat and orderly fashion. If the jail staff determines that commissary privileges are being abused the commissary privilege may be suspended or withdrawn.
- h. **You are not allowed to share or buy Commissary items for anyone but yourself. If you are caught doing so you may lose your Commissary.**

5. Television:
 - a. Televisions are provided in the cellblock day area and in the dormitory day areas of the jail.
 - b. ANY tampering or misuse of the television or television cable, electrical hookup, remote control or related equipment will result in the television being removed from the cellblock or dormitory and paying for the replacement.
 - c. Items are not to be placed underneath, around, on top of, or affixed to the television.
 - d. The television is to remain mounted to the wall.
 - e. Any arguing or fighting over the television will result in it being shut off or removed.

18.00 INDIGENT INMATES AND INDIGENCY CRITERIA

1. If you have a balance of less than \$1.00 in your Commissary Account for 15 days, you are eligible for indigence status.

19.00 TRANSFER OF PROPERTY

1. You may not engage in selling, buying, lending, borrowing, or trading ANYTHING with anyone including jailers and other inmates without express written permission from the Sheriff or jail supervisor.

2. If you wish to transfer property from your personal property to anyone outside the jail you must sign and submit a property release form to the jailer. They will review the request and approve, deny, or submit the request to the jail administrator for approval.

20.00 ESCAPE

1. Any inmate who escapes, attempts to escape, aids or abets other inmates in an escape attempt shall be subject to disciplinary action and referred to the District Attorney for criminal prosecution.
2. Any person who attempts to aid or abet a prisoner in an attempt to escape, or who introduces anything into the jail that may be useful or believed to be useful in making an escape shall be subject to criminal prosecution and disciplinary action.
3. Any tampering or attempt to tamper with the security systems in the jail or contacting or attempting to contact anyone outside the jail (excluding the approved means of contact, i.e. telephone, mail, etc.) may be construed as an attempt to escape and is subject to disciplinary action and/or criminal prosecution.

21.00 GRIEVANCES/REQUESTS TO STAFF

1. All requests or grievances to staff shall be submitted in legible writing on the inmate grievance form.
2. The jailer will make an attempt to satisfy or answer

the grievance or request as soon as practical. If the jailer is unable to satisfy the grievance or request it will be forwarded to the appropriate person, or to the Jail Administrator or Sheriff.

- a. A grievance can be appealed. If you want to appeal a grievance you must notify jail staff in writing within 2 hours of the grievance decision.
3. All inmate requests (except Huber inmate requests for disbursement forms) must be submitted by 8:30 a.m. of each working weekday.
4. Inmate requests submitted after 8:30 A.M will be reviewed the next working day.
5. Employed Huber inmates must submit disbursement requests three (3) days in advance allowing Huber Account personnel time to review and process the request. All Huber disbursements will be made once a week on the designated Huber disbursement day.
6. On Sunday night Huber inmates are required to submit weekly itinerary sheets with their work schedule, and appointments needed for the week. This includes: banking, vehicle maintenance, gas, medical, food.

22.00 GOODTIME SENTENCE REDUCTION

1. Some inmates sentenced to the Rusk County Jail are eligible to a reduction of their sentence in the amount

of one-fourth (1/4) for good behavior, if sentenced to at least four (4) days, unless the Judgment of Sentence and Conviction indicates otherwise. Partial days do not count towards goodtime.

- a. Goodtime **DOES NOT** apply to you if you are sentenced to the jail as a condition of probation, or if the sentencing Judge specifically indicates that you will not receive goodtime, or if you are sentenced as a result of civil contempt charges.
2. Any violation of the law or any rules of the jail may result in you losing some or all of your goodtime.
3. Failing to report to the jail as required may result in the loss of some or all of your good time.
4. Inmates in TLU (Temporary Lock-Up) status from the State Prison or Camp system, or other state institution are not eligible for goodtime.

23.00 DISCIPLINARY ACTION

1. If you violate any of the rules or regulations of the Rusk County Jail you may be subject to disciplinary action and/or referred to the District Attorney for criminal prosecution.
2. Major Misconduct Violations - as indicated below may result in Formal Disciplinary Action which may result in the loss or revocation of all privileges, loss of all or part of your goodtime credit, loss or restriction

of Huber release privileges, placed in Administrative Confinement and/or criminal prosecution. If you have been implicated in a Major Misconduct incident, you have the right to Due Process.

3. Due Process is your opportunity to request a formal hearing to present witnesses to provide information in the hearing on your behalf. The hearing committee will be randomly selected. You will be given the hearing date and time. You will receive a written decision of the hearing results and consequences. You also have the opportunity to appeal the hearing committee's decision to the Sheriff.
4. Waiver of Due Process-if you do not wish to exercise your right to Due Process, you can waive your right to a hearing and accept the disposition set forth by the Jail Administrator.
5. Minor Misconduct Violations - as listed below may result in Informal Disciplinary Action which may result in the restriction of privileges, restriction of Huber release privileges, punitive segregation for up to 24 hours, or some other punitive action or restricted privileges.
6. Any Minor Misconduct Violation which constitutes a threat to the safety or security of the staff, other inmates, or the community, may be classified as a Major Misconduct Violation.
7. Procedure to appeal a Minor Misconduct Violation:

- a. Fill out inmate grievance form as to what you are appealing.
- b. On the top of the form write appeal, in the narrative write the reasons you want to appeal the minor misconduct decision.

24.00 PROHIBITED ACTS

1. Major Misconduct Violations – the following list describes violations which may result in Formal Disciplinary action and/or criminal prosecution:
 - a. Fighting or assaulting another person.
 - b. Threatening another with bodily harm, or with any offense against his/her person or some other person or property.
 - c. Engaging in sexual acts with others or making sexual comments or threats to another.
 - d. Indecent exposure, including the intentional exposure of genitals, buttocks, breasts, or pubic area to another.
 - e. Setting or attempting to start a fire.
 - f. Tampering with or destroying or altering or damaging jail property, or the property of another.
 - g. Stealing (theft) or taking another's property

without their permission.

- h. Tampering with or blocking any locking device, gate, or door.
- i. Adulteration, alteration or contamination of any food or drink.
- j. Possession or introduction or attempt to possess or introduce into the jail any gun, firearm, weapon, sharpened instrument or object, knife, or any unauthorized tool or items that could appear to be a weapon or used as a weapon.
- k. Possession or introduction or attempt to possess or introduce into the jail or use while in the jail any narcotics, narcotic paraphernalia, drugs or intoxicants or any substance not prescribed or authorized by the jail nurse, physician, Sheriff, jail administrator, or jailer.
- l. Engaging in or encouraging a group demonstration or riot, including participation in or encouraging a hunger strike or food riot or participation in a meeting or gathering not authorized by the jail.
- m. Lying or providing a false statement to a jailer.
- n. Demonstrating conduct that disrupts or interferes or attempts to disrupt/ interfere with the security, safety, or operation of the jail.

- o. Forging or misrepresenting any document, article of identification, or official paper.
 - p. Gambling.
 - q. Giving or offering any official or staff member a bribe or anything of value.
 - r. Unauthorized use of the mail or telephone. Inmates are NOT allowed cell phones or any electronics.
 - s. Violating conditions of Huber/Work Release including failing to go directly to worksite, failing to report directly to the jail, failing to comply and/or cooperate with administrative functions including Huber documentation and bringing anything into the jail to another inmate.
 - t. Three Minor Misconduct Violations may result in a Major Misconduct Violation.
 - u. Any violation of the Wisconsin Statutes, County Ordinances, or Federal Law.
- 2. Attempting to commit, encouraging, or aiding another person to attempt or commit any of the above offenses may be considered as a violation of the offense.
 - 3. Minor Misconduct Violations - the following minor misconduct violations which may result in Informal Disciplinary Action include:

- a. Possession of anything not authorized for retention or receipt and not issued to you through the regular jail institution procedures.
- b. Possession of any official or other unauthorized clothing.
- c. Mutilating, altering, and damaging clothing, linens, bedding, or other item issued by the jail.
- d. Violating a condition of Huber/Work Release rules not including the violations listed as Major Misconduct Violations.
- e. Malingering or feigning an illness or pretending to be ill or injured.
- f. Disrespect toward a staff member or other person.
- g. Being in an unauthorized area (7:00 a.m. wake up), including cells not assigned to you.
- h. Using abusive, excessively loud, or obscene language to another inmate or staff member.
- i. Being unsanitary or untidy, not properly dressed, failing to keep your person and living area in accordance with jail standards.
- j. Refusing to obey an order of any staff member.

- k. Sleeping during waking hours, (7am to 9pm), or lying in bed during those times without permission of jail staff.
 - l. You are not allowed to sit on the table tops
 - m. Any violation of a rule contained in the Handbook of Rules not specifically addressed above.
4. Attempting to commit, encouraging or aiding another person to attempt to commit, or committing any of the above offenses may be considered as a violation of the offense.

25.00 EXTRACURRICULAR ACTIVITIES

- 1. As time permits the Rusk County Jail schedules some extracurricular functions and activities for inmates. The jail does not necessarily endorse any particular program but does encourage you to participate for your physical, emotional, spiritual, and mental well-being.
- 2. The following programs have been authorized:
 - a. Bible study and church services.
 - b. Addictive counseling (i.e. 12 Step Programs, AA/NA, AODA).
 - c. G.E.D. / H.S.E.D., and other educational programs on an “as needed” basis.

3. Chaplains and counselors are available to assist you and are on an “on-call” basis. These services may be requested through the jailer.
4. On the 2nd and 4th weekend of each month, inmates who have followed *all of the jail rules*, without reminders from jail staff, are eligible to watch a movie in the recreation room. Popcorn and a glass of soda will be provided.
5. Xbox – inmates who obey *all rules* and instructions of jail staff shall have an opportunity to use/play the Xbox. The jail staff will follow a schedule when time permits. 30 minutes per inmate will be allotted. Only inmates in the same block/dorm will be permitted together.

26.00 HUBER/WORK RELEASE PROGRAM RULES (Employed Inmates)

If you have court ordered Huber Law release privileges and are presently working, or are a FULL TIME student, you may request Huber information from jail staff.

27.00 HUBER RELEASE PROGRAM (Unemployed Inmates)

1. If you have court ordered Huber release privileges but are unemployed you may be released from the jail to attend to specific verifiable job interviews, counseling sessions, or doctor’s appointments, etc., if your judgement of conviction lists it. Rusk County Jail does NOT allow job search.

2. You must successfully complete drug/alcohol testing and/or screening prior to release from the jail.
3. You must complete and return an Appointment Verification form provided by the jailer prior to release from the jail.
4. While released from the jail you are subject to the same rules regarding behavior and conduct as employed inmates.
5. **YOU ARE NOT PERMITTED TO POSSESS OR USE ELECTRONIC DEVICES OR CELL PHONES WHILE YOU ARE ON HUBER RELEASE.**

28.00 RANDOM OR MANDATORY DRUG SCREENING OF HUBER RELEASE INMATES

1. **Possession and/or consumption of alcohol or beverages containing alcohol, and/or illicit drugs, and or unauthorized prescriptions are NOT permitted by any inmates of the jail.**
2. To insure the safety and security of the staff and inmates, the jail mandates testing of Huber/Work release inmate's breath or urine for the presence of alcohol and/or illicit drugs or other contraband. The testing will be done in a non-intrusive manner, using equipment and materials of the highest quality and accuracy and performed by jail staff.

3. Initial Testing:

- a. Prior to being released from the jail for Huber/Work release (employed or non-employed) you must submit to a test of your breath and/or urine. This is also a requirement for any inmate going out to medical appointments.
- b. If you receive a “clean” test (no alcohol, illicit drug or other contraband is detected) you will be permitted to leave the jail.
- c. If a test indicates the presence of alcohol, illicit drug or other contraband, you will not be released from the jail until a subsequent test (if any) indicates a “clean” test.

4. Retesting:

- a. You may appeal a pre-release test (see Appeals).
- b. Any retesting, excluding an appeal or second test, will not be done until at least 72 hours (3 days) have elapsed since the first or initial test.
- c. You must make a request in writing for a retest.
- d. The retest procedure is the same type of test as the pretest but may be conducted by a person

other than the initial testing officer (i.e. the jail nurse or another jailer.)

- e. Only one (1) retest will be conducted.

5. Test Procedure:

- a. When requested by the jailer you will submit to a sample of your breath or urine and provide a sufficient quantity for accurate testing.
- b. Refusing to submit a sample or submitting an inadequate or contaminated sample or refusing to follow the directions of the jailer will be treated as a violation of Huber release rules and you will not be allowed released from the jail and may be subject to disciplinary action.

6. Appeal:

- a. In the event your first test is positive and indicates the presence of alcohol, illicit drug or other contraband, you may appeal the test results to the Sheriff or jail supervisor and a second test may be authorized.
- b. Your appeal must be submitted in writing and made within one-half ($\frac{1}{2}$) hour after the first test. The second test may be conducted by personnel other than the initial testing jailer.

7. Cost/Expense
 - a. You are responsible for the cost of the following tests:
 - i. All pre-release tests (the first or initial test).
 - ii. All second tests which are the result of an appeal if the first test results are positive.
 - iii. Any random test that is positive.
 - b. You will not be charged for any random test that is negative.
 - c. Test costs are established by the Sheriff and information regarding the cost is available through the jail staff.

29.00 Inmate Workers

1. The jail may use inmates to perform various duties in
2. If you are interested in being an Inmate Worker you must submit a written request which must include the following:
 - a. Your name, date you were booked into the jail and your anticipated release date.

- b. List any disciplinary reports that have been issued to you and include the date and description of the incident.
 - c. If you have any disciplinary reports give an explanation as to why you should be considered for trustee privileges.
- 3. All Inmates Workers must be pre-approved by the jail supervisor and cleared by the jail nurse prior to assuming the duties.
- 4. Requirements
 - a. You must anticipate being housed in the jail for a minimum of thirty (30) days. Preference will be given to inmates with longer sentences.
 - b. You must be available and willing to work as required. A valid absence for illness or similar circumstances will be considered.
 - c. You may not have any recent major misconduct violations or formal disciplinary report on your record. All jail rule violations will be reviewed prior to you being authorized as a trustee.
- 5. Work Schedule
 - a. You may not work on Sundays except by pre-authorization by the jail supervisor.

- b. You may not work more than forty (40) hours per calendar week (Sunday through Saturday).
6. Work Duties will be determined by jail staff
- a. Laundry Area
 - i. Maintain orderliness and cleanliness of laundry room.
 - ii. Wash, dry, fold, store linens and other laundry.
 - iii. Set-up for distribution.
 - iv. Assist with laundry related duties as assigned by the jailer.
 - b. Janitorial Services
 - i. Maintain general cleanliness of jail common areas including sweeping and mopping of jail intake area, tank area, receiving cells, library, recreation room, visitation area, janitor closet.
 - ii. Wash surface areas and interior windows and screens (excluding inmate housing areas.)
 - iii. Assist with cleaning related duties as directed by the jailer.
 - c. Other Duties
 - i. Sharpen pencils.
 - ii. Complete daily report forms.

- iii. Assist with other tasks as required by jail staff.
- 7. The designated inmate worker rest area is the laundry room or library. Use those areas when between tasks. You are not permitted to loiter or linger in the kitchen area or hallways.
- 8. Prohibition
 - a. You are not permitted to be in any administrative office or the jailer's office.
 - b. You may not use any administrative telephone.
 - c. DO NOT Enter occupied cellblocks or secure areas without express permission and under the DIRECT supervision of a jailer.
 - d. DO NOT Loiter in hallways or other areas or seek to overhear conversations of others or seek to gain information regarding the jail operation.
 - e. You are not permitted to be in the same immediate area or engaged in conversation with other inmates without permission and under the DIRECT supervision of the jailer. This includes inmates in the recreation room or library.
 - f. DO NOT pass messages, written or oral, between inmates or jailers.

- g. You are not permitted to possess any keys or items of contraband.
 - h. You are not permitted to leave the jail without permission from the jailer.
 - i. DO NOT pass on, communicate, or discuss the operation of the jail with any inmate.
 - j. You are not permitted to distribute linens or jail uniforms.
 - k. You are not permitted to receive, handle, or distribute inmate canteen items.
9. You are subject to a search of your person or property at any time.
10. You may be relieved of your duties at any time required to immediately return to your living quarters.

30.00 INMATE HOUSING FEE (LOC REIMB FEE)

1. It is the policy of the Rusk County Jail to charge a Daily Inmate Housing Fee (A/K/A a local reimbursement fee) as authorized by Wisconsin Statute 302.372, for each inmate sentenced to the jail for the commission of a crime, or for which the person was placed on probation and confined in the jail AND INCLUDES ANY PERIOD OF PRE-TRIAL DETENTION. Any person housed in the jail and meeting these criteria will be charged a fee for each day spent in the jail. This fee is established by

the Rusk County Board.

2. Fee Schedule:
 - a. Ten (\$10) dollars for the first day of incarceration.
 - b. Five (\$5) dollars for each subsequent day.
 - c. For the purpose of calculation, any portion of a day counts as one day.
3. If you fail or refuse to cooperate with the fee and billing process you may not earn good time credit. Or, if you are sentenced as a condition of probation, you may have your probation revoked and return to court.
4. You are required to pay or make arrangements to pay the Housing fee prior to being released from the jail.
5. If you cannot pay the fee you must make a written request to the Jail Accounting personnel to schedule payments. Your request must be made at least five (5) days prior to your release day.
6. An Inmate Housing Fee of fifty (50) dollars or less must be paid before your release date. Fees over fifty (50) dollars may be deferred through a payment plan scheduled by Jail Account personnel. The minimum payment is twenty five (25) dollars per month.

7. Money owed to the jail may be deducted from your Commissary Account. Rusk County may also take court action or tax intercept action to recover ANY unpaid Inmate Housing fees.

31.00 EMERGENCIES IN THE JAIL

1. In the event of an emergency in the jail you are instructed to immediately follow the jailer's directions.
2. During an emergency the jail may be placed in a "lockdown" status that requires suspension of jail activities and programs. You are to remain quiet in your cell or bunk. The television and radio and telephones will be shut off.

32.00 ATTORNEYS

1. Attorneys may visit at reasonable times and for a reasonable length of time as determined by jail staff (usually 1 hour.) Visits may be visually monitored to maintain the safety and security of the jail.
2. State Public Defender:

The Public Defender may be contacted by telephone at 715-537-1191 or by writing:

**State Public Defender
410 East La Salle Avenue
Barron, WI 54812**

NOTE - Generally the State Public Defender's Office cannot accept collect calls from the jail, however, the secretary will make a note of who is calling (even though the call may not be accepted) and someone from their office will try to visit you in the jail on the next Tuesday. The Public Defender encourages you to write.

- a. The Public Defender is generally in Rusk County on Monday and Tuesday. Call at other times.
- b. If you are released from the jail on bail/bond the Public Defender encourages you to pay attention to and comply with the terms of the bond. If the court ordered no contact, or a no alcohol order, you need to comply with the order. If you fail to do so a new criminal charge of bail jumping will be referred to the district attorney.

33. PRISON RAPE ELIMINATION ACT (PREA)

1. The Prison Rape Elimination Act (PREA) of 2003 was enacted by congress to address the problem of sexual abuse by persons in custody. The main focus is to eliminate offender-on offender sexual assaults. All correctional agencies must adhere to PREA.
2. The Rusk County Sheriff's Office doesn't tolerate any type of sexual misconduct involving staff or offenders
3. It is **NEVER** appropriate for a staff member to make

sexual advances or comments, or to engage in sexual contact with an offender. Even if the offender wants to be involved with a staff member, the staff member is not allowed. It is not appropriate for an offender to approach a staff member in a sexual manner.

4. You have the right to be safe from sexual misconduct. Sexual contact of any kind is not allowed. No staff member has the right to pressure an inmate to engage in sexual behavior regardless of your age, size, race, or ethnicity. Regardless of your sexual orientation, you have the right to be safe from any sexual advances and acts.
5. **The standards of Employee Conduct and/or Wisconsin law prohibit employees from engaging in, or allowing another person to engage in sexual behavior with an offender.**

34. INMATE VOTING

1. In Wisconsin anyone convicted of a felony and who has not yet completed the terms of their sentence (including probation, parole, post-correctional supervision) is ineligible to vote. Felons become eligible to vote again only when they complete their post-correctional supervision.
2. If you are incarcerated because of a misdemeanor, NOT a felony, you are eligible to vote.
3. People who have been committed under chapter 980 (for sexually violent offenses) are still eligible to vote,

if they have completed the term of their correctional sentence and post-conviction supervision.

4. Voting rights are also restored if you are pardoned.

35-A. REGISTRATION TO VOTE

1. Once you have completed your probation, parole, or post-correctional supervision, you can register to vote. You do not need to provide any special documents other than proof of residence, in order to register. You do have to certify on your voter registration form that you are no longer under correctional supervision.
2. Be aware that it is a felony to vote while still under correctional supervision for a felony.
3. If you are incarcerated, the address where you lived immediately before you were incarcerated is your address for voting purposes. You may not use the jail as your voting address.
4. You need an acceptable photo ID to request an absentee ballot and vote. If you had a photo ID when you were incarcerated, you will need to ask the staff of the institution to make a copy of that ID for you. If you do not already have an acceptable photo ID, and cannot leave the jail to obtain one, you will not be able to vote.
5. You may request an absentee ballot by mail. A copy of your photo ID must be included with absentee request and mailed to the municipal clerk.

6. If you are monitored by a “bracelet”, or under Huber-work release you will need to get permission to go to the DMV to obtain a photo ID, vote absentee in the municipal clerk’s office or vote at the polls on Election Day.

35-B. VOTING PROCEDURE

1. If you meet the criteria as an eligible voter you will need to make a request to jail staff 6-8 weeks prior to Election Day, indicating you wish to vote.
2. If you have not registered as a voter, jail staff will give you the forms to fill out. Once you have them completed return them to jail staff and it will be forwarded to the Rusk County Clerk.

36. JAIL FURNITURE RULES

1. The blue benches are a privilege. Any failure to follow jail rules or abuse of the privilege may result in the loss of this privilege.
 - a. Share the benches/chairs/jail furniture with all cellmates.
 - b. The benches may be moved to different areas of the day area of the cell blocks and dorms from 7AM until lockdown.
 - c. At lockdown all benches shall be returned to the designated area. In the cell blocks A-F, they shall be against the wall by the shower.

In dorm 1-4, the benches will be located at the end of each bunk.

- d. When sitting on the benches, you may put your legs/feet up on the seats of the tables.
- e. NO SHOES on the walls or bars when resting your feet up. Socks are permitted.
- f. Do not stand on the bench. Coming off or crawling up to the top bunk, you are permitted to step on the seat area of the bench.
- g. No etching, writing, or drawing on the benches.
- h. No tampering with the screws.
- i. No use of the bench for anything but sitting.
- j. If you have a question about the benches, ask one of the jail staff **BEFORE** you do anything.

**This Handbook of Rules
is the property of the Rusk County Jail and must be
returned in good condition.**

**Failure to do so may result,
in you being charged for a replacement.**

**Cost
\$10.00**