

# **INMATE RULES & REGULATIONS**

JUNEAU COUNTY JAIL  
200 Oak St.  
Mauston, WI 53948

**ALL RULES MAY NOT BE FOUND IN THIS  
BOOKLET**

**ALL RULES ARE SUBJECT TO CHANGE  
WITHOUT NOTICE**

## **INTRODUCTION**

You have been charged with a crime, been sentenced, or are being held for another agency in the Juneau County Jail for a violation of the law. It is the legal responsibility of the Jail staff to monitor and supervise you until your case has been resolved or time is served. We will provide for your basic human needs such as food, clothing and shelter, as well as for your safety and well being.

The following information, rules and regulations are to guide you during your confinement in the Juneau County Jail. **All rules may not be found in this booklet and all rules are subject to change without notice.**

This is an adult facility, you are expected to act like an adult at all times. While in custody you are expected to obey all rules, display good behavior and treat all staff and other inmates with respect. In return you will be given the same consideration.

The following rules are designed for the safety and security of the Jail, as well as the well being of all inmates. Inmates who do not follow these rules are subject to appropriate discipline and/or criminal prosecution.

The rules are for your benefit. Your conduct and behavior will determine the privileges you receive. Should you violate any of the Jail rules you will receive a rules violation notice. If you are found to have violated a Jail rule or regulation, either by admission or evidence presented, you may be disciplined in one or all of the following ways: (1) loss of Huber privileges (if applicable), (2) loss of good time (3) loss of commissary privileges (4) loss of recreation (5) loss of Jail program participation privileges (6) loss of visitation and/or (7) lockdown/disciplinary segregation.

## **PRISON RAPE ELIMINATION ACT (PREA, P.L. 108-79)**

PREA was enacted by Congress to address the problem of sexual abuse of persons in the custody of correctional agencies. The Juneau County Sheriff's Office/Jail has a zero-tolerance policy for incidence of inmate sexual assault and rape. This applies to both inmate-on-inmate sexual abuse and staff sexual misconduct. Alert a Jail Deputy immediately if you feel you have been sexually assaulted/abused during incarceration. The Jail Deputy will contact the appropriate person to conduct an investigation. You may also fill-out an Inmate Request or grievance regarding any situation or incident. Your privacy will be protected to the fullest extent during any investigation. A PREA hotline is available for you to call free of charge, (608) 847-9154.

I. **ADMISSIONS**

- A. All personal property will be taken from you, inventoried and stored in a secure location until your release. You may sign a release form to allow someone to pick up your property.
- B. All money will be taken from you and entered into a Jail account in your name. Upon release you will be given a check for any funds you have remaining in your account.
- C. If you have been sentenced by the Court, you have automatically received one-quarter (1/4) of your sentence as good time. The only exceptions to this are: (1) when your jail sentence is a condition of probation or (2) when you are sentenced as a result of a civil contempt of court. If at any time you violate the Jail rules or regulations you may lose such good time with the understanding that the Sheriff shall not deprive you of more than two days for any single offense without the approval of the Court.
- D. A \$25 booking fee is charged for inmates serving a sentence.
- E. Items Issued at time of booking:
  - Property Tub
  - 2 Pieces of Paper, 2 Envelopes and 1 Pencil
  - Indigent (Hygiene) Pack
  - Jail Uniform
  - 2 Sheets
  - Pillow Case
  - Pillow
  - Blanket (see notes)
  - Towel
  - Washcloth
  - Jail Rules & Regulations
  - Cup
  - Spork
  - Laundry Bag

**NOTE:** Holes will not be put into towels or sheets in order to hang them. You may be disciplined and/or criminally charged for damage. Towels shall be hung from the wall mounted hooks.

**NOTE:** Only WHITE undergarments will be allowed in the jail. 3 t-shirts, 3 underwear and 3 pairs of socks

**FEMALES:** 3 bra's allowed, NO underwire

F. Items Allowed in Pods/Dorms Areas

- All Jail-issued items
- Commissary items
- Legal papers
- Personal letters
- 5X7 or smaller appropriate photos
- 2 indigent envelopes
- 2 indigent pieces of paper
- 2 indigent pencils
- 3 books (soft cover only) or 3 magazines/newspapers  
(A total of 3 allowed in each cell/bunk area)
- Bible or Koran

**NOTE:** All of the above listed items must fit inside the bin issued for your cell. The lid must be able to close. Any overflow items will be placed in your personal property. Only one shelf will be allowed per inmate. No items shall be displayed on walls. Window sills must remain empty and free of clutter. You entire cell or bunk area should remain neat and orderly at all times.

**NOTE:** Jewelry is not allowed into the pods or dorms. It will be removed by Jail Staff or Medical Staff, if necessary. A plain wedding band is allowed.

**NOTE:** Only one mattress pad allowed per inmate unless approved in writing by Jail Medical Staff.

II. COMMISSARY

- A. Commissary will be provided on a weekly basis.
- B. All commissary must fit in your bin.
- C. Complete and sign a commissary order form and place it on the table in your housing area or cell door. Commissary slips will be picked up at lockdown on Tuesday. (pick up may vary due to holidays and emergencies) If you fail to sign your commissary slip your order may not be processed.
- D. You are only allowed to order \$70 worth of snacks weekly. If you exceed this amount the jail deputies shall decide what snacks will not be ordered.
- E. Commissary will be distributed Friday as time allows.
- F. You are not allowed to order commissary for any other inmate.
- G. You will be responsible for verifying that all items ordered are received and will sign a receipt reflecting the same. Once you sign this slip there is no arguing over shortages.
- H. Any shortages in commissary will be credited to your account.
- I. If you are released before your commissary order arrives you may pick it up within seven days. If it is not picked up after seven days it will be destroyed.

### III. INDIGENT INMATES

- A. If you have no money in your Jail account, you may request the following items using a written request form:
- Toothbrush\*
  - Toothpaste\*
  - Shampoo\*
  - Hand Soap
  - Paper (2 pieces per week)
  - Envelopes (2 per week)
  - Pencil\*
  - Deodorant\*
  - Comb\*

**NOTE:** Items that are noted with a "\*" you MUST provide the staff with a used item in order to receive a new item. The on-duty Jail staff will determine your eligibility to receive the above listed items. If you are found to be stockpiling indigent supplies they will be removed. If you have ordered commissary you are not indigent.

### IV. LEGAL CONTRABAND

- A. Legal Contraband is any item or substance, which is forbidden by the Jail rules, including any item or substance being used for a purpose that it was not intended for.
- B. If Legal Contraband is found, it will be confiscated and lead to disciplinary measures. Legal contraband will be destroyed. (i.e. cigarettes, lighters, matches)

### V. ILLEGAL CONTRABAND

- A. Illegal Contraband is any item or substance which is illegal to possess under Local, State or Federal Laws.
- B. If Illegal Contraband is found, it will be confiscated and lead to prosecution through the District Attorney's office.

### VI. DRESS CODE

- A. You must wear your **FULL** Juneau County Jail Uniform and shoes anytime you are out of your assigned cell or bunk area. If you are actively exercising you shall be allowed to go without your orange top as long as you have a white t-shirt on.
- B. Only white, short or long sleeve t-shirts and long underwear tops are allowed. No tank tops will be worn in the Jail.
- C. All uniforms will be worn in the appropriate manner (pant legs/ sleeves unrolled, pants pulled up to the waist, no undergarments showing).

- D. You may cover your eyes while sleeping, not your entire head..
- E. When you receive your Jail issued clothing and bedding, it is YOUR responsibility to check for damage. If you fail to advise the Jail Staff of any existing damage, you may be held liable and charged with criminal damage to property.
- F. UNIFORM/PERSONALS/LINEN EXCHANGE:
  - General Population: Wednesday and Saturday mornings.
  - Huber Population: Sunday and Thursday mornings.
  - Linen exchange means that you trade in your (2) sheets, pillowcase, towel, washcloth and full uniform. Partial exchanges are **NOT** allowed.
  - Personal whites will be washed during assigned linen exchange. This is done by placing your laundry bag with your whites in the white laundry basket placed in your pod or dorm.

**VII. INMATE REQUESTS REQUESTS**

- A. All Requests Must Be Submitted in Writing
  - When you have completed your request form place it in your cell door or on the table in the dorm. All inmate requests will be picked up at lockdown. Legal and information requests will be answered the next day as time allows. Requests for items from your property will be filled as time allows. Indigent requests will be filled on Sundays only.
  - You must include your name and pod on all requests, failure to do so may result in your request not being answered. Only one name and request per request form, all others will be denied and returned.
  - Requests containing profanity or derogatory remarks will not be answered and can result in discipline.
- B. Request for Medical Attention
  - See Section XX Medical Issues.

## VIII. PERSONAL GROOMING

- A. You are expected to maintain good personal hygiene while in the Juneau County Jail. Inmates must keep their body and hair neat and clean at all times. Hair tie backs may be ordered from commissary
- B. Combs are not be broken and used in piercing holes. Combs will not be worn in the hair. Any combs with missing or broken pieces will be confiscated and can lead to discipline.
- C. Toilet paper will be provided by the Jail in the dorms and cells. If you need a new roll of toilet paper you must provide your empty toilet paper roll prior to receiving the new one.
- D. Disposable razors
  - Razors will be provided on Monday, Wednesday and Friday mornings to the Huber dorms and Minimum security pods.
  - Inmates in Medium and Maximum pods will be allowed to shave one day per week, normally Sunday, or before a jury trial.
  - You must give the Deputy your Jail ID card in order to receive a razor. All razors must be returned with all blades intact and with the cover in place.
- E. Fingernail clippers will be handed out daily at the 600 am and 1100 am medication passes only. You must present your Jail I.D. to receive the clippers.
- F. Feminine hygiene items are available as needed.
- G. Inmates will be offered a chance to shave their heads once a month using an electric clipper. At no time will inmates be allowed to shave their head with a razor unless they came into the Jail with a bald head or there is a verified medical need. Additional rules apply to haircutting and are available on the monthly sign up sheet.

## IX. HEADCOUNT/LOCKDOWN

- A. **Headcount** will be announced 3 times daily. When Headcount is announced all inmates shall proceed directly to their cell or bunk area until Deputies finish walking through your pod or dorm.
- B. When **LOCKDOWN** is announced inmates shall proceed directly to their assigned cell or bunk. Inmates are expected to remain quiet during the lockdown period. Violations can lead to discipline or reclassification. *LOCKDOWN may occur at any time of the day.* The only time inmates are permitted to leave their bunk during Lockdown is to use the restroom.
- C. Normal **LOCKDOWN** time is 11:00 pm on Sunday - Thursday nights and 12:30 am on Friday and Saturday nights. Holidays and special events may effect the time, night shift will make the determination.

**X. MAIL**

- A. All outgoing mail is handled through the U.S. Postal Service.
- B. All outgoing mail must have correct return address:
  - Inmate Name
  - C/O Juneau County Jail
  - 200 Oak St.
  - Mauston, WI 53948
- C. All outgoing mail without a return address will be returned.
- D. All outgoing mail must contain a proper sending address, to include name, address and zip code. Failure to provide this information will result in mail being returned.
- E. Place all outgoing mail on the table in your housing area or in your cell door.
- F. Mail will be picked up at lockdown only.
- G. All outgoing mail shall be scanned and inspected for security reasons unless it is legal mail.
- H. Mail will be delivered Tuesday through Saturday as time allows. There is no mail on Sunday, Monday, or due to holidays.
- I. Inmates are prohibited from sending or receiving mail from other Juneau County Jail inmates.
- J. The ONLY items you are allowed to receive in the mail are:
  - Correspondence
  - 5X7 or smaller photos. No Polaroid photos will be allowed.
  - Job applications
  - Money – Money orders, certified bank checks or cash (cash is strongly discouraged)
  - Electronically stamped envelopes (embossed)
  - Legal mail
  - Newspapers/books (soft cover only)
  - All white undergarments (Must be NEW and in the original package)
- J. All mail will be stored in your (Jail-issued) storage bin. Items that do not fit will be placed in your personal property.
- K. All incoming mail will be inspected for security reasons.
- L. All incoming packages and envelopes must have a return address on them.
- M. Inmates will open all legal mail in the presence of a Deputy so they can visually inspect the mail for contraband.
- N. You may NOT receive publications or items that portray partial nudity or partially unclothed and/or content to titillate or arouse people sexually or showing erotic positions.
- O. Do not write anything on the outside of the envelope, other than the address and return address. Any writing on the outside of the envelope will cause the letter to be returned as non-deliverable.
- P. Indigent inmates are allowed to mail out indigent letters on Monday and/or Thursday nights only. Indigent inmates are allowed to send

**XI. CLEANING / CELL INSPECTIONS**

- A. You will clean your cell and the dayroom of your housing area each morning Monday through Saturday after breakfast. Any clutter must be picked up. Your bed must be made when you are out your cell and/or out of the bed for other activities.
- B. When the inspection is complete and approved, the television and phones will be turned on for the day.

**XII. PHONE/TELEVISION PRIVILEGES**

- A. Phones and televisions are available in all housing units (with the exception of a television in the Holding Cell area).
- B. Calls are automatically disconnected after 15 minutes.
- C. All calls are subject to recording for security purposes.
- D. There is no limit on how many phone calls you make unless a problem arises and there is misuse or abuse of the phone. There is a \$100.00 limit on the billing for collect calls. After this, calls are restricted until the bill is paid.
- E. Any arguing about channels will be grounds for possible discipline.
- F. Phones and televisions will be turned off at lockdown.
- G. If you or your family are having trouble with the phones have your family call 1-800-844-6591 and talk to our service provider Securus.
- H. Phone number that have been blocked for any reason can only be unblocked by the person who requested the block in writing.

**XIII RECREATION**

- A. Deputies will notify your pod or dorm of when your recreation time is. It is also posted in the bulletin board in each pod.
- B. Damage to any County-owned property may result in discipline or criminal charges. It may also result in a permanent loss of your recreation privilege. (This includes cards, games, etc. that may be allowed in the housing areas or that are in the recreation room.)
- C. Recreation times will be one hour in length two or three times per week for all pods & dorms.
- D. Once you are in the recreation room, you are to remain there for the duration of your recreation time. All of the inmates must go to the recreation room at the same time and leave at the same time.
- E. No horseplay is allowed in the recreation room.
- F. All requests for board games will be turned in at Lockdown on an Inmate Request Form.
- G. All pods will clean the recreation room prior to leaving. Failure to do so can result in loss of recreation privileges.
- H. Inmates may only bring water or items to be returned with them to the recreation room.

**XIV. PERSONAL CONDUCT**

- A. You are expected to conduct yourself in an ADULT MANNER. No horseplay will be tolerated.
- B. Noise levels shall be STRICTLY ENFORCED. Disruption caused by loud talking, whistling, or using obscenities will not be tolerated and may be grounds for discipline.
- C. There will be no tattooing or self-mutilation.
- D. Inmates are not allowed to make or display pictures depicting sexual acts, partial nudity, partially unclothed persons, and/or content to titillate or arouse people sexually or showing erotic positions.
- E. Disrespectful behavior, such as cursing or name-calling (of Staff or other Inmates) will lead to disciplinary action.
- F. You will not be allowed to communicate or attempt communication with persons outside of your pod or dorm. This includes hand signals, passing notes, talking, yelling or any other method.
- G. You are advised that should it become necessary to restrain you to prevent injury to yourself or others you can be placed in the restraint chair or on the restraint board. Inmates placed in the restraint chair or board will be monitored and taken out of the restraints when the danger to you or others has passed. (See notification at the end of this book.)
- H. No sitting on table tops.
- I. No linen items allowed outside of cell or bunk area, this includes towels and blankets.
- J. You may not hang anything from the bars of the upper tier.
- K. No sitting or standing on the table tops.
- L. No standing on the chairs or benches.
- M. No standing or sitting on or under the stairs.
- N. No attempting to look out the glass window at the front of the pod.

**XV. INMATE MOVEMENT**

- A. When you are outside of your pod you are expected to walk single file along the yellow lines.
- B. You may not stop at any time unless authorized by Jail Staff.
- C. You are not allowed to eat, drink, yell or run during the movement.
- D. You may not possess any personal property during movement (unless you are being transferred to another housing unit, receiving your commissary order or are being released from the facility) with the exception of the following: legal papers, library or program materials, medical necessities or taking water to the recreation room.

**XVI. INMATE ID CARDS**

- A. Your ID card must be kept in your uniform pocket at all times.
- B. Your ID card may need to be presented to receive meals, medication or other miscellaneous items as requested.
- C. Your ID card is considered property of Juneau County and may not be tampered with. Any intentional damage to your ID card may be grounds for discipline.
- D. Lost or stolen ID cards should be reported.

**XVII. RESTRICTED AREAS**

- A. The following areas are considered "OUT-OF-BOUNDS" for all inmates, unless directly authorized by Jail Staff:
  - Another inmate's cell.
  - Within the marked area near the pod windows (marked with a yellow line or change in carpeting).

**XVIII. INTERCOMS**

- A. Intercoms (including Privacy Telephones) are placed in dayrooms as a way for you to contact the Jail Staff in **case of an emergency**. If you abuse the privilege by continually ringing the intercom or contacting Central Control for personal not emergency things you may be disciplined.

**XIX. MEALS**

- A. Meals will be served around 6:30 AM, 11:00 AM and 5:00 PM.
- B. All meals will be served in an organized manner.
- C. You may save food until lockdown. All food must be eaten by lockdown.
- D. You will NOT be allowed to accept another inmate's tray(s).
- E. Trading or sharing food items is not allowed.
- F. All garbage should be removed from cell or bunk area when you are finished. Garbage will be removed from the pods and dorms twice daily.

**XX. MEDICAL ISSUES/REQUESTS**

- A. Medications will be distributed around the following times:  
6:00 AM - 11:00 AM - 4:00 PM - 9:00 PM
- Deviations from the above schedule may only occur with written authorization of the Jail Nurse or Doctor.
- B. PROCEDURE FOR TAKING MEDICATION:
- Come to the door of your assigned housing area with a glass of water and step into the hallway when directed to do so by the Deputy.
  - The Deputy will place the medication in your hand.
  - All pill and tablet medication must be taken with a glass of WATER.
  - After swallowing the medication, open your mouth so that the Deputy can see that you have swallowed the medication. Lift your tongue and pull your lips away from your gums.

**NOTE:** "PALMING" OR "CHEEKING" MEDICATION IS NOT ALLOWED AND WILL BE GROUNDS FOR DISCIPLINARY ACTION! IT CAN ALSO BE GROUNDS FOR THE MEDICATION BEING DISCONTINUED BY MEDICAL STAFF.

- C. PROCEDURE FOR MEDICAL REQUESTS
- If you are in need of **EMERGENCY** medical attention, press the "Call" button or use the "Privacy Phone" to summon the Jail Staff.
  - If you are in need of general medical attention, fill out a "Request for Medical Attention" form and place it on the table in your housing area or in your cell door. A Jail Deputy will pick up the request as time allows on a walk-through. The request will then be forwarded to the Jail Nurse.
  - SICK CALL will be conducted weekly or at the Jail Nurse's discretion. Inmates can be referred to the Jail Physicians Assistant on Thursdays. You will be charged a \$3.00 fee for each nurse visit & \$5.00 fee to see the P.A. If you are indigent your account will be held in arrears until you are able to make a payment. Money placed into your account will then be deducted to pay your bill.
  - You will be billed for non-prescription hygiene items at a rate that depends on the product. This includes toothpaste, soap, shampoo, lotion and mouthwash.
- D. Requests for General Medication (or "PRN" medication)
- If you need a "PRN" medication, you should advise the Deputy you need this medication during a scheduled medication pass. You will be charged a fee of .50 cents per dose of the "PRN" given.

## **XXI. VISITATION**

- A. Inmates are only allowed one visit per week, one hour in duration.
- B. All visits are visually recorded and may be audibly recorded as deemed necessary.
- C. No more than two adults or one adult with two children may visit at one time.
- D. Visits must be made a minimum of 24 hours in advance.
- E. You may not speak to other inmates while in the visiting room nor will you be allowed to speak with another inmate's visitor.
- F. Money may be dropped off after a scheduled visit.
- G. Adult visitors may be required to present a valid photo ID.
- H. If inmates are caught sitting on a window ledge their visit shall be terminated.
- I. Visitors will be asked to leave if there is any inappropriate conduct.
- J. Loud conversation, profanity and disruptive behavior will NOT be tolerated.
- K. Visiting hours are 6:00, 7:00, and 8:00 PM Wednesday through Saturday for **MALE** inmates. **FEMALE** inmates visits will be scheduled for the same times on Sundays.
- L. PROFESSIONAL VISITS: Attorneys, Law Enforcement, Clergy, Doctors, and Psychologists will be allowed at anytime, but BY APPOINTMENT ONLY.
- M. Inmates may request visits outside of scheduled visiting hours by submitting a written request to the Jail Captain or designee. The request must state the reason for the special visit.
- N. If the visitor is caught using a cell phone the visit will be terminated.

## **XXII. SAFEKEEPERS/DOC INMATES**

- A. Questions regarding money, commissary, release dates, court dates, court transportation, etc. should be directed to your county of origin or the DOC. Write them and they can send you the information.
- B. We accept commissary for other Counties if it is offered on our commissary list.
- C. Safekeepers are not eligible for Huber, Huber or Work Release privileges at the Juneau County Jail.
- D. DOC inmates see the State Inmate Orientation form you were given at Booking.

### **XXIII. DISCIPLINE**

- A. **Inmates failing to abide by the Juneau County Jail Rules & Regulations will be subject to disciplinary action. Ignorance of the Jail Rules is not an adequate excuse for violating the rules.** Inmate rule violations are broken down into Minor and Major violations. Inmates locked down in their cells will receive a copy of the Lockdown Rules. Inmates will then follow these rules or suffer more consequences.
- B. **MINOR RULE VIOLATIONS** – may result in the following:
- Verbal Reprimand
  - Written Reprimand
  - Extra cleaning of your assigned housing area
  - Loss of Privileges for up to 23 hours per violation
  - Disciplinary Segregation for up to 23 hours per violation
  - Confinement to your cell for up to 23 hours

#### **Examples of MINOR Rule Violations:**

- Answer to another name
- Damage to Jail ID
- Transfer property between inmates
- Misuse County property
- Use of profanity/gestures
- Misuse of Intercom system
- Tampering with another's property
- Entering another's cell/housing area
- Failure to follow cleaning procedures
- Communication of false information
- Failure to keep cell/bunk area clean and orderly
- Failure to keep bedding on the appropriate bunk
- Personal items posted anywhere in the cell (FASTENED TO ANY WALL, BUNK, ETC.)
- Possess excess Jail-issued items
- Possess excess personal property
- Abuse of Jail-issued items
- Interfere with Staff on Duty
- Misuse of Telephone
- Unauthorized property in cell
- Violation of dress code
- Running
- Using 2 mattresses without Medical Order (1st Offense)

C. **MAJOR RULE VIOLATIONS** – may result in the following:

- Loss of good time for up to 2 days per violation
- Disciplinary Segregation for up to 10 days per violation
- Confinement to your cell for more than 24 hours
- Restriction or loss of privileges for more than 24 hours
- Loss of Huber/Work release privileges for more than 24 hours
- Revocation of Huber/Work release privileges

**Examples of MAJOR Rule Violations:**

- Harassment based on gender, race, creed, sexual orientation or religion.
- Refuse to clean
- Attempt/Party to commit a rule violation
- Incite others to commit rule violation
- Unauthorized organized activity
- Assault on Staff
- Assault on Inmate
- Possess/Use contraband
- Horseplay/Disruptive behavior
- Failure to follow written/verbal orders
- Disrespect towards staff
- Threats
- Smuggle contraband
- PBT. Above .00
- Involvement with illegal drugs
- Engage in physical encounter with Staff or other inmates
- Sexual contact with others
- Failure to take medication at **properly**, (i.e.: storing medication, cheeking medication, hiding medication, selling/sharing medication.)
- Posses unauthorized medication
- Failure to return razor intact
- Tamper/Damage county Property
- Use of products containing alcohol
- Violation of State/Local/Federal Law
- Using 2 mattresses without Medical Order (2nd Offense etc.)

**NOTE: INMATES ACCUMULATING A 3RD OR SUBSEQUENT HARASSMENT VIOLATION WILL BE REFERRED TO THE DISTRICT ATTORNEY'S OFFICE FOR CRIMINAL CHARGES**

#### **XXIV. GRIEVANCES**

In the event that any differences arise between the Jail Staff and inmates concerning interpretation, application or compliance with the Jail rules, such differences may be settled with the Jail grievance process. Grievances will be answered at the appropriate level for each grievance. The Grievance process begins with the inmate, then proceeds through the Jail Lieutenant, Jail Captain and the Sheriff.

- A. Inmates who have a grievance must submit the grievance using an "Inmate Request Form." Grievances received that are not on the "Inmate Request Form" will not be answered.
- B. Grievances will be picked up each night at lockdown. All grievances will be answered as time allows by the proper authority.
- C. Inmates shall not file a grievance on behalf of another inmate.
- D. There shall only be one written grievance per grievance filed.
- E. Inmates shall not file grievances as a group.
- F. Grievances must be submitted within 48 hours of the incident they are grieving.
- G. Any grievance that contains vulgar or abusive language, profanity, or misleading information will not be answered.
- H. Grievance appeals must be submitted to the Jail Administrator within 24 hours of receipt of the initial reply.
- I. If the inmate would like to appeal the Jail Administrators Decision, they must appeal the decision within 24 hours of the reply to the Sheriff.
- J. Inmates must follow the grievance and appeal process.

**XXV. NOTICE ON USE OF THE RESTRAINT CHAIR AND RESTRAINT BOARD**

A. You may be placed into the safety restraint chair or on the restraint board based upon your own behavior. (The behavior will be explained in general terms, such as fighting, property damage, attempted staff or self injury etc...) You will remain in the restraints until that behavior stops, and until you clearly are able to control yourself. When the jail staff determines that you may be under self-control, you may be kept for a further 15 minutes of observation. If you remain uncooperative or continue threatening behavior (Refer to their behavior that originated the problem), you will not be released from the restraints for use of toilet facilities. While in these restraints, you will be kept under observation and will be continually evaluated, as well as videotaped. The length of time you spend in restraints is yours to decide and is based upon your behavior. Upon removal from the restraints, you will be placed into an observation cell and will have no privileges until reclassified.

**XXVI. SEARCHES AND PRIVACY**

Your privacy will be somewhat limited during your stay as it relates to non-privileged communication, (letter and phone) housing areas, personal property and pat-down searches. Be advised that anything you say or do while you are in the Juneau County Jail can be used against you. You have no right to privacy by law in this regard.

You are expected to cooperate with all searches. Failure to cooperate shall result in disciplinary action and/or possible criminal charges.

For safety and security reasons, random and unannounced searches will take place as deemed necessary by Jail Administration.

Rules Reviewed/Updated: February 20, 2017

