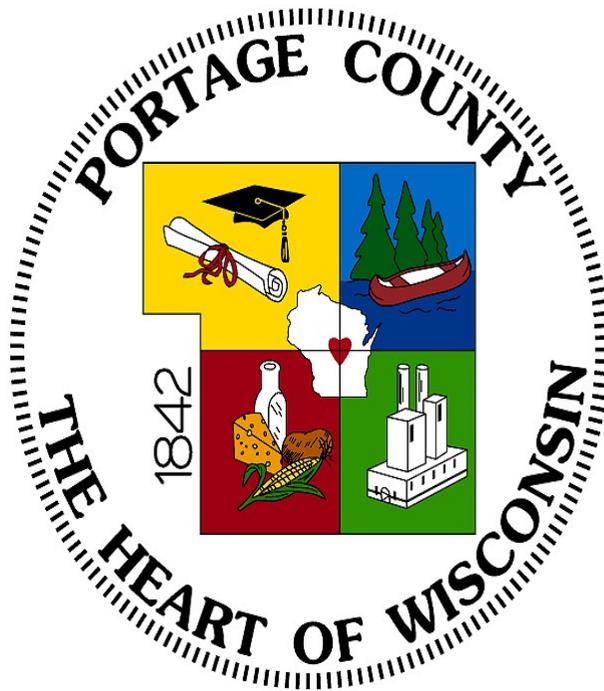


INMATE ORIENTATION BOOKLET

PORTAGE COUNTY JAIL



This Booklet is the property of the Portage County Jail.

It must be returned in good condition upon release.

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Preface

You will be held responsible for your behavior while incarcerated here. You will be expected to follow the rules of the jail for the purpose of maintaining Inmate and Staff safety and the security of the facility. By following the rules you will be allowed all of the services available and your time will pass quicker. Through this booklet you will be made aware of what is expected and required of you during your stay in this facility.

Anytime you have questions regarding the contents of this booklet you are encouraged to seek the guidance of a Staff member. Also feel free to approach the Jail Staff to ask about the services available. This can be done in a confidential manner, if need be.

Rights, Privileges and Responsibilities

You have the right to be treated respectfully and fairly by all personnel.

You have the responsibility to treat others, both Inmates and staff, in the same manner.

You have the right to legal counsel from an attorney of your choice. You may do this by phone, mail or through professional visitation.

You have the responsibility to use the services of the attorney honestly and fairly.

You have the right to healthcare and emergency dental treatment. This includes nutritious meals, proper bedding and clothes and a laundry schedule for washing bedding and clothing.

You have the responsibility to advise us of any medical or dental problems and to follow prescribed medical and dental treatment.

You have the responsibility to follow the laundry and cleaning schedule, keeping your cell, block, or ward area neat and clean.

You also have the responsibility to maintain your personal cleanliness.

You have the privilege to visit and correspond with family and friends. You have a responsibility to conduct yourself properly during visits.

You have the responsibility not to violate the law or jail rules when visiting or through correspondence.

You have the privilege to use your funds for commissary and other purchases, consistent with jail rules, institutional security and good order

You have the responsibility to meet your financial and legal obligations, including but not limited to, court-imposed assessments, fines, restitution, plus huber/Electronic Monitoring fees.

You have the responsibility to pay for personal or institutional property you have damaged.

You have the privilege to participate in counseling groups, education programs and employment programs (if applicable), consistent with institution security, and available resources.

You have the responsibility to take advantage of activities, which may help you live a successful and law abiding life within the institution and in the community.

You will be expected to follow jail and program rules and regulations.

Services Available

Contact Counselor Ken Wolfe for the following services:

Alcoholics Anonymous Meetings High School/GED (Set by Teacher)

Chemical Dependency Group

Counseling Groups

Church (Friday Evening)

Contact Jail Staff regarding the following services:

- Law Library (Saturday)
- Library (Saturday Morning)
- Jail Nurse

Important Addresses/Numbers

Public Defender’s Office..... (715) 345-5382
 State Public Defender
 1025 Clark St
 Stevens Point, WI 54481

The Public Defender’s Office is closed from
12PM—1PM Daily.

- Probation and Parole..... (715) 346-1250
- Securus Phone Service..... (800) 844-6591
- Portage County Jail..... (715) 346-1259
- Telerus Automated Information Service..... (715) 346-1259
- Stellar (Account Balance/Canteen/Indigent Supplies)..... 222

Daily Schedule

As an Inmate at the Portage County Jail, you will be required to follow a structured daily schedule. The Jail schedule is on page 25 of this booklet.

Searches and Inspections

Searches and inspections of Inmates, Inmate's lockers, and cells may be conducted at any time for health, safety, and security reasons. Inmates are required to cooperate during searches or inspections.

Chapter I (Personal Care)

Upon admission to General or Huber population, you will be issued the following:

- | | |
|-------------------------------|-----------------------------|
| 1 Orange or Blue Jail Uniform | 1 Orange Sweat Shirt |
| 1 Pair of Jail Shoes | 3 Orange T-Shirts |
| 2 Sheets | 3 Brown Underwear |
| 2 Towels | 3 Pairs of Orange Socks |
| 1 Blanket | 3 Brown Bras (Females Only) |
| 1 Mattress | |
| 1 Hygiene Pack | |

Personal and hygiene items will be kept in your cell or in your plastic bin. Hygiene items are not to be left in the dayroom or shower areas.

Rules that specifically apply to Hygiene and Jail cleanliness are as follows:

- 1) All Inmates are required to keep their personal cells, their bunk, and the dayroom clean. Cleaning supplies will be issued for this purpose. All inmates housed in the dorms will store all personal clothes and court papers in the plastic bin given to you at admission.
- 2) All hygiene items should be kept in your plastic bin. Dirty personal laundry will be placed in the laundry bag on laundry day. **Nothing should be on your floor except your bin, shoes or sandals.** A cell/bunk check and overall dayroom check will be done in the morning. At this time jail staff will determine whether or not privileges will be granted. If the cell/bunk/dayroom is not in compliance then privileges will not be granted. This includes but is not limited to TV, visitation and phones.
- 3) Cleaning Supplies will be provided in the morning, and, except for extreme circumstances, will not be issued again until the following day.

- 4) Showers will be available. You are required to shower at least once a day.
- 5) Razors will be issued to unsentenced inmates on Sunday mornings. Sentenced inmates may receive razors at breakfast and supper times. All inmates must receive and return the razor directly to a Corrections Officer.
- 6) Nail clippers will be issued on Sunday mornings.
- 7) Your jail issued uniform, undergarments, sheets, towels, and blanket will be washed or exchanged periodically. Blankets will be exchanged every 30 days.

Chapter II **(Contraband)**

While in the custody of the Portage County Jail, you will not be permitted to be in possession of any contraband. Contraband is defined as any property or substance which cannot legally be in your possession or which is forbidden by jail policy, City or County Ordinance, State, and Federal law(s).

While in the Portage County Jail, you are permitted to have the following items in your possession:

- 1) All items issued to you at admission (clothes, linens, hygiene supplies).
- 2) One soft-cover bible or other religious material (Koran, Torah etc.).
- 3) Mail (not to exceed a 3 inch stack).
- 4) Books (3 soft cover), Magazines (3); this includes religious, legal, and puzzle books.
- 5) Legal paperwork (not to exceed 3 inch stack).
- 6) Items purchased through canteen.
- 7) Flexi-Pen.
- 8) 5 Photographs (no larger than 5x7).

- 9) Religious symbol and/or AA medallion. (Jail Staff reserves the right to determine size and safety of the symbol).

Special permission to have items in your possession other than those listed above can be requested from the Supervisor or Administrative Staff of the jail.

Rules that apply directly to contraband are as follows:

- 1) Inmates will not possess any type of contraband. Contraband and anything holding or concealing contraband will be seized and may be destroyed.
- 2) Inmates will not bring or attempt to bring in contraband. Those found to be attempting to bring contraband to an Inmate from outside the facility will be charged to the fullest extent of all applicable laws.
- 3) Food from jail supplied meals will not be allowed to be hoarded and will be considered contraband.
- 4) No jewelry (with the exemption of a religious symbol) will be allowed. No wedding bands or watches.
- 5) No buttons, zippers, or metal allowed on clothing.
- 6) You will not be allowed to have any money in your possession.
- 7) Any pictures or calendars which CO's deem to be a threat to security, order, or control may be confiscated and placed in your property or be destroyed. This includes items which promote hatred, bigotry, violence, or sexual themes.
- 8) Extra bedding or clothing is not allowed. (Unless authorized by the Nurse as a medical necessity).
- 9) You must not possess another Inmate's property.
- 10) The Portage County Jail is a smoke-free facility. All tobacco products are prohibited. Smoking paraphernalia is also prohibited; this includes lighters, matches, and any other type of lighting material.

- 11) You must not be in possession of any substance which may alter your mental or physical functions. The only exception to this is medication that is administered by Jail Medical Staff.
- 12) Tattooing equipment and branding equipment are prohibited.
- 13) No storing of Styrofoam containers, newspapers, reading materials, and food items. They will be considered contraband may be disposed of without notice.

Chapter III (Inmate Requests)

You are required to put your Full Name and Housing Location on all forms.

Inmate request - Are available on the in cell kiosk. They are to be used for specific requests such as requests for information concerning the Inmates stay, or counselor, etc. Please use one form for each request.

Sick Call Slip – Are available on the in cell kiosk. Complete the form and submit it. If this is a medical emergency, please ring the emergency intercom button located in each cell block.

Chapter IV (Property)

All of your property is placed into a bag in our storage room upon your incarceration. You may release limited items to outside parties. Only Property deemed necessary by staff can be released.

Upon your release from our facility, any personal property you leave behind will be held for 30 days. If you have not picked it up by that time it will be disposed of. If you are released to the prison system, you may have someone pick up your property for you. Ensure you fill out a property release form before you leave for prison.

Chapter V (Meals)

There are three meals a day served at the Portage County Jail. Breakfast is served at or around 5:30 am, lunch is served at or around 11:30 am, and dinner is served at or

around 4:30 pm. If you have any allergies to certain types of food or cannot eat certain types of food due to religious practice, you must notify Staff. This must be done at booking or at the earliest possible time. If you need a special diet due to a medical problem, such as diabetes, you must notify Staff. The Jail Nurse will then evaluate your request and either approve or deny it.

When you are finished eating, trays should be stacked neatly on the meal pass with the utensils on the top tray. Excess food should be disposed of and not left on the trays.

Mealtimes are approximate. All meals served at the Portage County Jail comply with WI Statute 302.37(1) (a) regarding the feeding of jail Inmates.

Chapter VI **(Conduct)**

- 1) You must conduct yourself in an orderly manner at all times. Any unnecessary noise, fighting, whistling, profanity, loud, or boisterous behavior is prohibited. No horseplay or practical jokes, you must behave as an adult.
- 2) You will not in any way damage, alter, deface, or destroy Portage County Jail property or the property of another Inmate. Those found to have not complied with this rule will be prosecuted according to Local and State Statutes and may be required to provide restitution for damaged property and be subject to criminal charges.
- 3) You cannot threaten, strike, use profanity or obscene gestures, spit or throw anything at Portage County Jail staff or other Inmates. Threats against Staff family members are also included in this rule. Those found to have not complied with this rule will be prosecuted under applicable State and Local Statutes.
- 4) You must show respect towards Portage County Staff and all Inmates. Staff should be addressed as follows: Correction Officer, CO, Sergeant, Lieutenant, Corporal, or Captain depending on whom you are interacting with and by first or last name of the Correction Officer.
- 5) You are required to follow all oral and written orders immediately. Failure to do so will result in sanctions against you.

- 6) You will be expected to respond promptly to all wake-up calls and medical calls.
- 8) Every inmate must stand during population/head count. Population/head counts are conducted four times a day.
- 9) You will not agitate, incite or otherwise provoke other Inmates to disobey jail rules. This also includes any participation in, planning of, or provoking a riot or rebellion of any kind.
- 10) You will not incite, encourage, sexually assault, or otherwise engage in sexual contact with another Inmate.
- 11) You must not steal anything from other Inmates. You should not encourage or engage in selling, buying, lending, or trading of anything with another Inmate.
- 13) You will not make or possess any instrument that could be used as a tool for escape or cause harm to another.
- 14) There will be no talking about escape or writing about escape from Portage County Jail or any Correctional Facility.
- 15) You must answer staff questions in a truthful manner. You will not provide false information to Jail Staff.
- 16) You will not yell or talk to other housing areas.
- 17) You will not pass notes or contraband between housing areas, during group activities, education classes, during library time, and anytime you exit your cell.
- 18) You will not be allowed to stand on the dayroom table or chairs.
- 19) TV volume will be kept at a reasonable level.
- 20) You will not cover your lights, cameras, windows, or vents.
- 21) You will not hang or store anything from the bars of your cell or from the bars by the door. You will not hang items from the railings in your block.
- 22) While in the Portage County Jail, you will not attempt to converse or have any

contact with an Inmate of the opposite sex. The only exclusion would be during jail wide groups.

- 23) Uniform bottoms and a shirt must be worn during non-lockdown hours. The complete uniform (top and bottom) must be worn any time you leave the cell block. Pant legs must be rolled down when leaving the block. Pants must not be rolled beyond the knee while in the block.
- 25) Your bedding will remain in your cell. Mattresses will be kept on the bunk.
- 26) No misuse of combs. Inmates altering the comb or misusing the combs will have them removed.
- 27) No placing foreign objects in holes of piercing. You will have to remove all piercings at time of processing.
- 28) Any type of gang membership, gang activity, display of gang signs or display of gang colors is prohibited.
- 29) No tattooing or branding of any Inmate will be allowed in the Portage County Jail.
- 30) You will not throw any object in a cell or day room or any other place within the confines of the Portage County Jail.
- 31) You must not start or provoke another to start any fires.
- 32) You must not gamble while in the Portage County Jail.
- 33) You will not put **anything** on the walls of your cell or on the walls of the Day room. Non-compliance with this rule will result in the loss of the item on the wall. There will be no exceptions
- 34) You must obey all criminal and traffic laws (Municipal, County, State, and Federal) during your time at the Portage County Jail.
- 35) You must follow all jail rules and Jail Staff instruction. Failure to obey a lawful order from Staff is grounds for discipline or sanctions.

Chapter VII

(Discipline and Sanctions)

As an Inmate of the Portage County Jail, it is both expected and required that you conduct yourself as an adult within the guidelines set forth in this booklet. Failure to do so may result in certain disciplinary actions and sanctions. If you are observed violating jail rules, an "Incident Report" will be written up and submitted to the Sergeant, Captain, or your Probation Agent. The Jail Sergeant and Captain will review these and, when necessary, conduct disciplinary hearings or issue a County Ordinance Citation. Criminal charges may also be requested.

Minor Violation(s) - a minor violation is a violation of jail rules for which a minor penalty or penalties may be imposed if you are found guilty. A minor penalty can be, but is not limited to, a verbal or written reprimand, restriction of privileges (canteen, TV and library, etc.) for 24 hours or less, or placement in administrative segregation for 24 hours or less.

The Staff member or members who observe you committing a minor violation will inform you of the rule that you have violated. The procedure for a minor violation is as follows.

You may give a verbal statement regarding the alleged violation to the staff member present.

The Staff member issuing the violation may take corrective action if he or she finds a violation has indeed occurred.

The Staff member will inform his or her supervisor of the incident and the penalty administered as soon as the supervisor is available. The supervisor could be the senior jailer on duty, a Corporal, a Jail Sergeant, or Jail Captain.

Three minor violations in a month will result in the third violation being handled as a major violation.

If you are not in agreement with the corrective action taken, you have the right to appeal the jailer and/or supervisor's decision within 24 hours of the violation. This must be done in written form. (See Grievance section)

The purpose of your appeal will be to give you a way to have inappropriate actions removed from your disciplinary file.

Major Violation(s) - A major violation is a violation of the jail rules for which a major penalty or penalties may be imposed if you are found guilty.

Major penalties are:

Restriction of privileges for more than 24 hours (canteen, TV, etc.). Cell lock-down for 24 hours or more. Loss of good time from your sentence. Fines and restitution.

You are entitled to a due process hearing if you are accused of a violation. You also have the right to waive the due process hearing. If you should waive the right to a hearing then your violation will be dealt with in accordance with either minor or major penalties. A form waiving your rights will be completed.

If you choose to have a hearing, you have the right to be present at the hearing. While at the hearing you have the right to make a statement, present relevant evidence or call witnesses. You also have the right to be represented by a staff advocate. The hearing will consist of 1 Correction Officer and either a Corporal, Sergeant, or Captain. A staff member will act as the hearing officer. If you wish to appeal the hearing officer's decision, you must make it known immediately and then submit it in written form within 24 hours of the hearing.

You must keep in mind that as an Inmate of the Portage County Jail you can be charged for crimes committed in accordance with all applicable County Ordinances, State, and Federal Laws.

Chapter VIII **(Money)**

While an Inmate at the Portage County Jail, you will have the ability to maintain a jail money account. You may receive money through the mail in the form of a money order. You may also receive cash or credit from the public to put on your account. The public can drop off monies at any time, using the Stellar Teller in the front hallway of the Sheriff's Office (there is a \$2.00 fee for receipting cash at the Stellar

Teller, and a 10% fee for using a credit card). MasterCard and Visa credit cards are accepted. Credit card deposits may also be made on-line at www.jailatm.com or www.jpays.com.

At Booking, your Stellar Teller account will be activated and your monies will be deposited into your account. You will receive a Person Identification Number (PIN); this number is a unique number for you. You will need this number when ordering canteen or indigent supplies through Stellar.

You may not put money into another Inmates' account. You may not receive money from another Inmate for your account.

Your account can be used to buy canteen items, pay for medical services, pay for medications, and pay for bonds. If you do not have a balance in your account then things such as medical services and medications will be charged to your account creating a negative balance. If you have a negative balance, half of any money that is brought into the jail for you will be used to pay off that debt to the jail. You will receive the other half in your account. In the event that you are released, any money remaining in your account will go towards paying your debt.

If you leave here with a negative balance, you are expected to make arrangements to pay the balance in full. The negative balance will be maintained and any funds which you may receive during future stays will be applied toward your debt.

If you are a Huber Inmate and are able to leave and return to the Jail, you will deposit your money into your account using the Stellar Teller in the Hallway of the Sheriff's Office.

All foreign coins or currency will be placed in your property bag.

Once you are sentenced, you will be required to file a financial disclosure form. You will be charged \$30.00 for the processing of this form.

Chapter IX

(Visitation)

All visitations are subject to cancellation for urgent jail matters.

Professional visitation- Professional contact visits are visits by your attorney, counselor, etc. These visits can occur daily, however, they will not occur before 8am, or between 11am and 12pm or between 4pm and 5pm. Attorneys may exchange legal papers with you but no other articles. Time will also be set aside for the Public Defender's office to do eligibility screening.

Video Visitation

All visitors must sign in and be approved to visit an inmate. Registration may be done in the lobby or online at www.videovisitation.com. All visitation appointments must be scheduled at least 24 hours in advance of the visit. Video visitation allows for both on-site visits and remote or at-home visits.

On-site visitation is available Tuesday, Wednesday, and Thursdays from 12:00 PM to 4:00 PM and 5:00 PM to 9:00 PM. Visitors under 18 years of age must be accompanied by an adult. Adult visitors must identify themselves to corrections officers with valid, government-issued photo identification. The absence of a photograph for religious reasons will be allowed. All visitors, upon request, must submit to a search. All cellphones and other electronic equipment (laptops, tablets.....), and backpacks must be left in their vehicles prior to entry into the secured area. Loud or profane language is prohibited. Disorderly conduct may result in the arrest of any visitor. Improper conduct during visitation will result in the visit being denied or cancelled. Visitors may dress casually (shirts and shoes are required), but clothing shall not be revealing, sexually suggestive, or bearing logos or messages regarding drugs, alcohol, gangs or weapons.

Remote or at-home visitation is available 7 days per week from 7 AM to 11 AM and 12:00 PM to 4:00 PM, and 5:00 PM to 9:00 PM. Remote video visitation requires the use of a computer with an internet connection, microphone, and camera. Visitors may dress casually but clothing shall not be revealing, sexually suggestive, or bearing logos or messages regarding drugs, alcohol, gangs or weapons. Visitors can be of any age, however if they are under 18 years of age, they must be accompanied by an adult. Loud or profane language is prohibited. Improper conduct, including intoxication, during visitation will result in the visit being denied or shortened.

Public visitation- Public visitation is held as listed below:
Tuesday, Wednesday, and Thursday

12:00pm - 4:00pm

5:00pm – 9:00pm

-

Use of cell phones, cameras, or electronic devices in the visiting booth will lead to termination of the visit

The following can be dropped off at any time:

1. Prescribed medications in labeled containers
2. Money (cash or credit card) deposited in the Stellar Teller

Chapter X **(Mail)**

It is the policy of the Portage County Jail to process all mail promptly. However, the mail may be delayed for such reasonable time as it takes to properly scan and evaluate it for contraband and content. Mail delivery to the jail is Monday-Friday only. There is no delivery on the weekends or Holidays.

Listed below are the rules concerning mail:

1. All incoming and outgoing mail must have the full name and address of both the sender and the recipient on the envelope. The mail must have a valid postmark. Outgoing mail will have only the address and return address on the front of the envelope. . Envelopes must be unsealed, except for confidential or privileged mail.
2. **Confidential or privileged communications include the following: Court Attorney, elected officials (Sheriff, Mayor, Board Supervisor, etc...) Jail Official**
3. Staff will open, inspect, and scan all incoming and outgoing non-privileged mail prior to delivery or mailing.

4. All privileged mail will be delivered to you without being opened or inspected. When you receive your privileged letter in the presence of a staff member, at this time it will be inspected for contraband.
5. Any contraband found in any incoming or outgoing mail will be confiscated and disposed of in accordance to departmental policy and regulations.
6. Any incoming or outgoing mail that is deemed to be obscene in accordance with Wisconsin Statute 944.21(2) (c) will not be mailed or delivered.
7. Any incoming or outgoing mail that depicts weapon or drug manufacture, means of escape, or otherwise may compromise the security of the jail will not be mailed or delivered.
8. Any money contained in the incoming mail will be placed in the Inmate's account. The Inmate will receive a receipt.
9. All correspondence that is deemed to be undeliverable will be promptly returned to the sender. In the case of an Inmate sending out improper mail it will be put in their property. Allowable items can be sent through the mail as follows: money, and 30 embossed envelopes (only if the Inmate has been sentenced to prison).
10. All incoming mail refusals will be documented by staff. Incoming mail refusals will either be "returned to sender" or placed in the Inmate's property. Refusals may be appealed within 7 days of notification of refusal.
11. You may mail out as many personal letters as you wish provided you have the stamped envelopes to mail them.
12. You may write to another Inmate in any correctional facility provided you adhere to all the jail rules governing Inmate mail, with the exception of any Portage County Jail Inmate in any correctional facility.
13. Books and magazines will only be received via mail, but they must be new and sent by the publisher, such as Amazon or Barnes and Noble (as an example). No items sent by EBAY will be accepted. Pictures will only be accepted via mail and limited to a maximum size of 5 x 7. Cards and colored pictures will be photocopied (black and white) and delivered to the inmate. The originals will be placed in the inmate's property.

Violation of the mail rules may result in the following: Prosecution where a violation of the law is suspected or known to have occurred. Limitation of both incoming and outgoing mail to legal and essential business letters. This would be for a period of time corresponding with the nature of the violation. You have the right to appeal any limitation of mail to the Sergeant or Captain.

The appropriate address for incoming mail is as follows:

(Inmate's Name)
Portage County Jail
1500 Strongs Ave.
Stevens Point, WI 54481

Chapter XI (Classification)

“Classification” refers to the process for determining the appropriate housing and security level of Inmates. It is based on your previous criminal convictions, current charges, and your behavior. Classification levels are below in order of most secure to least secure:

1 and 2.....Maximum Risk Security
3, 4, and 5..... Medium Risk Security
6, 7, 8 and 9..... Minimum Risk Security

Privileges and housing assignments will be based on your classification level. Generally, you will be classified within the first 1-3 days after arriving in the Portage County Jail. You will be reclassified periodically according to your classification level OR if you violate jail rules. Rule violations may result in you being reclassified to a higher level.

You may appeal your classification level by filling out an “Inmate Request Form”, and forwarding it to the Jail Sergeant or Jail Captain. Classification appeals may take 1-7 business days for determinations.

Chapter XII (Telephones)

**Telephone calls are subject to recording
and monitoring.**

While an Inmate at the Portage County Jail, you will have access to a phone and video visitation. The phones are located in the dayroom areas of the housing areas as well as a phone cart and in the receiving area. Calls can be paid by the inmate or collect and may be monitored. Provided that your cell and dayroom area are clean, the phone will be on from opening in the morning to lockdown in the evening.

The phones at this jail are equipped to provide details regarding your calls. These details include the number you called, the time you made the call, the number of times you called a number, and how long the call lasted. We cannot and will not change a block on a phone you are calling at your request. The change must come from the party who requested the block. **Sometimes the block is for previous unpaid charges. We cannot remove these and other types of blocks from the companies involved with the block.** In the event you utilize the phone in the cell block to contact your attorney, have your attorney write or email the Jail Administrator with the number(s) they wish to be excluded from recording and monitoring. Once those phone numbers have been verified by corrections staff, such telephone numbers shall be excluded from the monitoring system.

If you abuse your telephone privilege or if staff receives complaints from person outside the jail, your phone privileges will be restricted. You may run the risk of prosecution for abusing your telephone privileges. Staff does not take any messages for Inmates unless it is deemed to be an emergency.

At certain times for emergencies only, you may be able to use the Jail Staff phone to make a call, and this is at the discretion of the Jail Staff. Any number that is blocked from use on our system cannot be called even from our non-collect system. See Chapter XVII about ordering phone time.

Chapter XIII
(Indigent Supplies / Canteen Orders / Phone Time)

1. Indigent supplies and Canteen orders are sent to Stellar on Monday night at lockdown (10:00 PM). The orders will be delivered to the Portage County Jail on Wednesday of the same week.

2. Maximum dollar amount for ordering canteen is \$40.00. If you have no money in your account or show a negative balance for a minimum of 6 days, Stellar will allow you to order an Indigent Kit and bill your account.
3. Place your order even if you do not have the funds at the time but are expecting to get money put on your account.
4. If you place an order and are released before it is delivered, you have (30) days to pick up the order at the jail. If you don't pick it up within those (30) days, it will become property of the Portage County Jail.
5. Phone time can be purchased at any time as long as you have a positive balance.
6. Inmates with certain medical conditions may have a restricted canteen menu.

Chapter XIV

(Court)

If after admission and processing you are unable to post bail or you have a charge that does not warrant a bail, you will be required to make an initial appearance in court. The initial appearance is made on the next available day after your incarceration. There is no weekend or holiday court. The court reserves the right to change the times of initial appearances. Initial appearances are done in the multi-purpose room at the jail via video conferencing.

After your initial appearance, if conditions for your release are met, your release will be processed as staffing permits. If your release has been ordered but you are wanted by another agency or jurisdiction, you will be held for that agency or jurisdiction. You will be held until that agency or jurisdiction picks you up or they release the hold.

If you have to go to court while an Inmate in the jail, you will be escorted to court by Sheriff's Office staff. You will be required to be restrained. This includes, but is not limited to: handcuffed behind the back, belly chained and handcuffed, belly chained, handcuffed and leg shackled, or the electronic stun belt. You will be required to wear your orange jail uniform to all court appearances. However, you may wear street clothes for a jury trial and you will have to use your own clothing for the Jury Trial. The Jail does not provide personal clothing for Jury Trials.

During some movements within the jail, you may be handcuffed or shackled for the safety and security of the jail.

If you are granted a cash bond after your court hearing and you are able to post the bond, we will receipt your bond money for you. If someone from the public is posting bond for you, they should post the bond with the Clerk of Courts Monday through Friday, 8AM to 4PM. If someone wishes to post your bond outside of those days and hours, they may do so using the Stellar Teller in the Hallway of the Sheriff's Office. Cash or Credit Card can be used for bond. Using the Stellar Teller to post bond, there is a \$2.00 fee for all cash bonds and a 10% fee for using a credit card to post bond.

Chapter XV (Religious Services)

Authorized clergy may visit with you with prior notification to jail staff. You must contact the clergy member, and it is the clergy's responsibility to contact the Jail in advance and tell them who they want to visit with and when. Church services are available on Friday evenings, or you may request to do a one-on-one session on Thursday afternoon.

Chapter XVI (Medical Services)

While an Inmate at the Portage County Jail, you will be able to utilize the services of the Jail Nurse. **You will be financially responsible for any treatment performed outside of the jail.** Pursuant to Wisconsin Statutes, the Sheriff will provide **emergency** medical care for you, if needed. **There is a co-payment for the services of the Jail Nurse. The fees are \$5.00 to see the Nurse, and \$10.00 to see the Doctor. These fees will be deducted from your jail money account.** If you do not have money in your account, then the Jail will bill you for the services, creating a negative balance. The cost of medications that the Nurse prescribes for you will also be deducted from your account provided you cannot find other means of filling the prescription.

To see the Nurse or Doctor, you must fill out a Sick Call Slip – Medical Request form via the in cell kiosk. Please include a brief description of the medical problem.

The RN is here Monday through Friday. The Jail Doctor is on site once per week. **The Jail Nurse will set up outside appointments to the dentist, eye doctor, etc., on an as -needed basis. The Jail Nurse will evaluate you before permission for**

outside care is granted.

A physical assessment may be required during your jail stay at no charge to you. If you refuse, you will be required to sign a refusal form.

If you receive prescribed medications during your stay at the jail, you will receive them at the following approximate times: 9:00AM and 9:00PM. **If you are a sentenced Inmate and leaving the jail during those times, it will be your responsibility to request your medications when being released for work.** If you refuse your medications at any time, you must relay to the staff why you are refusing them. You will also be required to sign a refusal form.

During med times, you will need a glass of water in a clear cup. The staff will give you your medication and then verify that you took it. Tampering with your medications will be considered a major violation and will be dealt with accordingly. You must not share any prescribed or over-the-counter medication with another Inmate. Medications are prescribed specifically for you and giving them to another Inmate could cause great harm.

At NO time will you DISTRACT from or DISRUPT Medication delivery.

Submit a request from the in-cell kiosks if you would like to see a mental health professional during your stay at the Portage County Jail.

Some over-the-counter medications are available for purchase from canteen. The jail will no longer provide them unless you have a prescription from the Jail Medical Doctor.

Chapter XVII
(Inmate Grievances)

All Inmates in the Portage County Jail will have a grievance procedure available to them. Inmates may use this procedure without fear of retaliation. Group grievance or grievances submitted on behalf of other Inmates are not acceptable. Inmates must first attempt to solve all grievances on an informal basis with the Staff or Corporal. If this attempt does not resolve the matter, then the Inmate will be permitted to file a formal grievance via the in-cell kiosk Inmate Grievance Form. The Jail Sergeant will make a determination and return it to the Inmate via the in cell kiosk. If the

Inmate is still not satisfied with this outcome, the Inmate may then file an “APPEAL” with the Jail Captain. The Captain will make a determination and return it to the Inmate. Grievances or Appeals containing threats, profanity, or sexual content will not be accepted and thus discarded. Abuse of the grievance process will not be tolerated.

- 1) A grievance must be filed within 14 calendar days of the occurrence.
- 2) The grievance will address only one issue.
- 3) Unsigned/Anonymous grievances will not be accepted.
- 4) The grievance must personally affect you in areas of health, welfare, and discipline procedures or in facility operations and services.
- 5) The grievance must involve a rule, procedure, or complaint of oppression or misconduct by an employee in the administration of such rules.
- 6) If a grievance is rejected because the filing process was not followed, another grievance must be submitted following the instructions for filing a grievance.
- 7) If accepted, the grievance will be investigated, and a decision will be returned to the originator of the grievance within 14 calendar days.
- 8) If a grievance is denied, an appeal may be filed with the Jail Administrator within five calendar days of receiving the decision.
- 9) If an appeal decision is not received within seven calendar days of filing the appeal, the appeal should be considered denied.
- 10) If you are released during grievance-processing, you will have seven calendar days to request written response to the grievance. Should you fail to make this request, the grievance will be considered resolved and noted as such.
- 11) Inmates who need assistance in completing a grievance form or understanding the process should speak to a supervisor.

NOTE: Any time limits or limitations on reporting in this section do not apply to any report of sexual abuse or harassment. See page 32.

Chapter XVIII

(Housing)

Your housing location is at the discretion of staff. Staff can change your housing at any time at their discretion.

We house overflow inmates in Waupaca County. Your selection to be housed there is normally determined on your need to be in Portage County. This need is determined by your employment status (if sentenced), and your future court appearances. School and other appointments are considered only on a case by case basis. Court appearances, at times, are changed on short notice and unfortunately we may not get notified of this change. Some Child Support / Family / or Custody hearings may not show up on our court reports. If you are selected to be shipped out to Waupaca County and are aware of upcoming court, you may respectfully bring it up to an Officer. Appropriate documentation will be required to support your concerns of being shipped out. Outbursts to being shipped may result in segregation time once you arrive at Waupaca County and/or a citation.

You may request your canteen funds to go with you. If you have debt here, funds will not be transferred. If you are a sentenced inmate you will need sufficient funds in your account to cover your pay for stay fees.

Incoming mail or ordered canteen will be brought up on future trips we make to Waupaca County. We typically go on a weekly basis.

Chapter XIV

(Voting)

If you are currently serving jail time for a felony conviction and/or on probation/parole/extended supervision for a felony conviction, you are not eligible to vote. If you are eligible to vote, then you must be a registered voter to vote. If eligible, you may request an absentee ballot from your municipal clerk. If you are interested in voting, please request a voting packet from our Jail Social worker. This packet includes forms and instructions for voting. Please be aware of the time it takes to complete these tasks.

JAIL SCHEDULE
Maximum Cell Blocks
Approximate

5:30 am = unlock, breakfast
6:00 am = tray pickup, cell/dayroom cleaning,
 showers on
8:00am = showers off
9:00 am = medication
11:30 am = lunch
12:00 am = tray pickup
4:30 pm = supper
5:00 pm = tray pick up
9:00 pm = medication
10:00 pm = all outgoing mail/correspondence picked
 up
10:00 pm = lockdown
12:00 am = TV off
10:00 pm to 5:30 am = lockdown

JAIL SCHEDULE
Huber Cell Blocks
All Times Are Approximate

5:30 am = Lights on, breakfast
6:00 am = tray pickup, showers on
8:00 am = cell/dayroom cleaning
9:00 am = medication
11:30 am = lunch
12:00 am = tray pickup
4:30 pm = supper
5:00 pm = tray pick up
9:00 pm = medication
10:00 pm = all outgoing mail/correspondence
 picked up
10:00 pm = Lights off
12:00 am = TV off
10:00pm to 5:30am = lockdown

Weekly Laundry Schedule

Monday = Undergarments
Tuesday = Huber Work Clothes, Sheets and Towels
Wednesday = Uniforms
Thursday = Huber Work Clothes
Friday = Undergarments and Towels
Saturday = Uniforms

HUBER INMATE RULES AND REGULATIONS

1. Employment is at the discretion of the Jail Administrator or their designee.
2. To assist staff in making the fastest turnaround time in getting the Inmate out to work, the Inmate's Huber work agreement and any special requests for work, including extended hours, must be turned into the jail one week prior to the sentence reporting date.
3. Vehicles will be parked on the south side of 1039 Water St, and you will need a parking permit from the County Clerk's Office.
4. A Huber Inmate must submit a Huber Work Agreement form and have it approved before they allowed to leave for work. The Inmate must also submit a detailed work schedule from the employer for the following work week. No Inmate will be released for work unless such a schedule is on file and approved by the staff. These schedules must include work site, day, date, time, name of supervisor, and phone number of the supervisor. Multiple jobs are not allowed unless approved by the Sergeant or Captain.
5. Huber Inmates will not be allowed to work more than 6 days in a row. The 7th day the Inmate has to stay in jail.
6. Holidays are considered days in, unless an Inmate has prior approval to work these days. Requests to work on holidays must be made on the proper holiday request form and handed in at least 3 days before the requested holiday.

Listed Holidays:

New Year's Day
Easter Sunday

Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

7. An Inmate will be allowed to work a normal 8 hour day. If the schedule requires more than 8 hours, the Inmate will need to request (in writing) to the staff the reason(s) for the extended hours along with a written letter from the employer requesting the Inmates need for those hours. The maximum time an Inmate can be out from the jail is 12 hours. This includes travel time.
8. Employers are to notify the jail, in writing, of any change in the Inmate's work schedule.
9. Huber for child care is not allowed.
10. If the Inmate is currently employed, he/she may continue that employment if conditions permit. If the Inmate is unemployed, efforts can be made to find employment through the on staff Social Worker.
11. Huber fees are \$22.00 a day.
12. A portion of the Inmate's Huber fees must be paid up front. The Inmate must have the fees paid for the week the Inmate is going to be working. If the fees are paid, the Inmate will be allowed to go to work. You must maintain a positive balance in your Huber account of \$154.00. If you fall behind, you run the risk of not being able to go to work or appointments. Huber Fees are withdrawn automatically from your account on Sunday and are taken out for the upcoming week.
13. All of the money in the Inmate's Huber account will be held in a Huber trust fund as required by law.
14. If the Inmate wants canteen during a given week, the Inmate must have that money in his/her account before canteen is ordered.
15. Inmates will be released from jail with sufficient time to get to work. Inmates will only be allowed to use approved methods of travel. Releases for work will be

every 30 minutes, (on the hour and on the half hour).

16. **An Inmate is not allowed to make any unauthorized stops while out on Huber release. Stops for business and personal reasons are not allowed. Travel must be directly to work and appointments, then directly back to the jail unless the Inmate has prior approval from staff.**
17. The Inmate must schedule all appointments during the time he/she is out for work. For example, doctor appointments, counseling, probation and parole, or etc. The Inmate will only leave the jail once per day and will not be allowed to leave for appointments that were not scheduled during the Inmate's normal time out. **All appointments must be pre -approved by the Correction staff, Corporal, Sergeant, Captain, or the Jail Nurse (for all medical).**
18. At no time is an Inmate allowed to leave the confines of Portage County without prior approval.
19. Huber Inmates cannot socialize with family or friends while out at work.
20. Drugs and alcohol may not be consumed at any time. Inmates must not use or have in their possession any drugs not prescribed by a physician.
21. Anytime an Inmate returns to the jail, the Inmate may be required to give a chemical test of blood, breath, or urine. Refusal to take said tests will be considered an admission of guilt, and the Inmate will lose all Huber privileges.
22. You will also be strip searched upon returning from work or appointments. You will be required to remove your civilian clothing and dress in your jail uniform only (this means no undergarments will be let back into the housing unit from work) before entering your assigned block.
23. No smoking materials or tobacco products of any kind, lighters, matches, weapons of any kind, personal money, medications of any type or illegal substances will be allowed in the jail or stored in your assigned locker. Work tools must be left at work or in the Inmate's vehicle. If such property is found, it may be destroyed and charges filed appropriately, as such property is illegal and considered contraband.
24. Inmates under Huber work release or out for appointments who commit or are charged with any new offenses, including traffic offenses, will be considered a

violation of the jail Huber release rules and are subject to revocation.

25. While incarcerated in the jail, Inmates will wear nothing on their heads. All hats must be removed prior to entering the building.
26. The Inmate will be assigned a locker with a lock and must keep the locker secured. The Inmate is responsible for his/her personal property.
27. Approved personal property can be dropped off upon scheduled visit or to be dropped off with approval by correctional staff. Nothing from the outside can be taken back into the block. Any type of reading materials must be sent in through the mail, directly from the publisher.
28. Work clothes may be brought in one time only. Laundry will remain in the jail at all times. Huber Inmates may bring in the following items of clothing: 3 pairs of pants, 2 T-shirts, 1 pair of shoes or boots, and 1 coat. These items must be kept in the assigned locker.
29. All property, including lockers located within the jail, may be searched without permission at any time for any reason.
30. If an Inmate is not here during a meal time, the Inmate will be provided with a bag lunch. The only meals allowed to eat while out on Huber are those provided by the Jail or those supplied by the employer on site. An Inmate is not allowed to leave the job site for any reason while out on Huber unless the Inmate has prior approval. The Inmate must take the bag lunch when he/she leaves for work. The Inmate will not be allowed to take a bag lunch when returning from work. If an Inmate is missing two scheduled meals during his/her appointment or work shift, then they may take two sack lunches.
31. Inmates are responsible for any medical or dental bills incurred while incarcerated in the Portage County Jail.
32. All requests concerning Huber must be made in writing on a request form to the Jail staff.
33. Huber Inmates who are attending any educational classes must sign an authorization for disclosure form, release of educational records form, or any form offered from that school for release of information.
34. While attending school programs, the Inmate is not allowed to use the internet for

personal e-mails or non-educational purposes.

35. While out on work release, educational programs, appointments, or any types of therapy/doctor appointments, you will be expected to follow the rules set by the Portage County Jail. Failure to follow the rules will result in disciplinary actions, loss of privileges, and/or citation(s).
36. **It will be the Huber Inmate's responsibility to request their medications at the Jail window when leaving for work or appointments.**
37. The Inmate's personal clothing, personal hygiene products, reading materials, and any other property the Inmate may have; will remain in the block, unless the inmate request to have it removed. The bin will then be stored in the hall near their cell block door. School work will be allowed for the Inmate to do when time and space is available in the library, visiting booth, and/or conference room. At no time will anything from the outside be let into the Inmate's block when returning from appointments or work.
38. **Allowable property is as follows:** (3) soft cover books; includes puzzle books and coloring books, (3) magazines; **NO Tattoo** / Weapon related / Gang related / Pornographic magazines. Magazines deemed inappropriate by Correctional Staff will be denied, hygiene products provided by the jail or from canteen, and products ordered on Canteen.
39. No Inmate may work for a former Inmate who was incarcerated within the past 30 days. No Inmate can work for a currently incarcerated Inmate unless currently employed with the same company.

RULES FOR TRUSTEES

1. Do not leave your assigned area without permission.
2. Do not talk to any Inmates other than Inmates out working with you.
3. Do not give anything to any other Inmate.
4. Anything found, including in the laundry, will be given to staff immediately.
5. You are responsible for having your hours signed by an officer.
6. When the officers are booking someone in, stay in your assigned areas until they are finished.
7. If you are finished with all your work, ask to be put back. There is no down time; find something to do or return to your block.
8. Do not enter the booking area or any offices without an officer present.
9. There is no such thing as senior or head trustee; you are all equal, and it is up to the officer on duty to assign an Inmate to do trustee work.
10. You may not tell another trustee what to do.
11. Do not help yourself to any soap, shampoo, food items, magazines, etc. Ask the Officer on duty if you need something.
12. You do not have a choice of which duties you would like to do, such as washing clothes rather than dishes; if you refuse to do a task, you probably won't be asked to do trustee work again.
13. You are not allowed to take food items back to your block and no food items out of the kitchen or dish room area.
14. Take your time and do a good job when washing dishes, cleaning, and daily activities.
15. Failure to follow these rules or jail rules will result in loss of trustee

privileges, hours worked, and/or county citation.

16. Correction Officers have the discretion to request a trustee to assist in cleaning or designated tasks at any given time.
17. If your sentence is a condition of probation, you will not receive credit time off your sentence for trustee work.
18. If you are found in violation of any Trustee rules, you will be returned to the block and will not receive credit for any hours worked on that day. You will also probably lose your trustee status.

Sexual Abuse / Harassment

The Portage County Jail has zero tolerance with regard to sexual abuse and sexual harassment. This facility will take appropriate affirmative measures to protect all inmates from sexual abuse and harassment and to promptly and thoroughly investigate all allegations of sexual abuse and sexual harassment.

Reporting

If you feel you have been a victim, or witness to sexual abuse or harassment you can report it at any time to any staff member verbally or in writing. You may remain anonymous if you wish. There is no time restriction on filing a report of sexual abuse or harassment. You may also anonymously report sexual assault at any time by utilizing option '8' on the phone tree, and then dialing "123" as the phone number. You will be asked to leave a message.

No inmate may be disciplined for reporting sexual abuse if the report was made in good faith based upon a reasonable belief that the alleged conduct occurred. All Inmates who report sexual abuse or harassment or who cooperate with an investigation of sexual abuse or harassment will be protected from retaliation.

Victim Advocacy / Treatment / Counseling

The Portage County Jail will attempt to assist victims of sexual assault in obtaining treatment or counseling. The following are numbers and addresses of victim advocacy groups you can contact to assist you if you have been a victim of sexual assault.

SAVS/Crisis Center

1-800-472-3377

1616 West River Drive
Stevens Point, WI 54481

Prevention

To help avoid becoming a victim of sexual assault do not become indebted to any other inmate. Do not engage in gambling, especially if you have no means to pay back the gambling debt.

Do not engage in any sort of horseplay, or make sexually suggestive comments or suggestions towards other Inmates.

Do not discuss your criminal activities with other Inmates, especially if you are accused of a sex crime.

Contacting of Consulate

If you are not a citizen of the United States, you were asked at the time of booking if you wanted to contact the consulate from your country. If you change your mind during your stay, please notify a staff member. We are, however, required to notify some countries if their citizens are in custody.

Emergency Procedures

In the event of an emergency, evacuation routes are posted at several places within the facility. Please remain calm and follow staff directions during any emergency.

PATIENT MEDICAL EDUCATION

This information is designed to assist patients in identifying and treating common ailments. It is strongly recommended that a patient seek medical attention if a problem persists or you experience additional symptoms.

COMMON COLD

The common cold is caused by many different types of viruses and is not serious. The usual symptoms include sneezing, stuffy nose, watery eyes, nasal discharge, scratchy throat and cough. You may feel achy, tired and have a headache. Colds are not cured by taking antibiotics like penicillin. A cold must run its course. Symptoms are usually worse the second and third days and should stop within 4-7 days. A cough may last longer than this, especially if you smoke.

Adults average 2-4 colds per year. Colds usually occur more in the fall and winter. The viruses that cause colds are spread mostly by drainage from the nose, coughing and sneezing. You should cough and blow your nose into paper (Kleenex or toilet paper) and throw it into the trash can right away. Try not to get really close to anyone coughing or sneezing who does not cover his/her mouth. **ALWAYS** wash your hands after you blow your nose or sneeze.

Do the following if you have a common cold:

1. Drink lots of fluids especially clear fluids such as water.
2. Stop smoking. Smoking can make your cold worse. Smoking can cause respiratory problems and cancer.
3. May take 2 Regular Strength Tylenol tablets for fever, headache, and aches and pains associated with a cold. Antibiotics are not indicated for treatment.
4. Rest as much as possible.

You may need some medications to relieve some of the symptoms. If your symptoms get worse, put in a sick-call request to see the medical department.

GAS, BELCHING & HEARTBURN

Eating gas-forming foods and swallowing air while you eat can cause gas. Do the following if you have gas:

1. Take 1-2 antacid tablets for heartburn, or gas, up to 4 times a day if needed.
2. Avoid gas-producing foods.
3. Chew foods slowly.

INDIGESTION

Eating gas-forming foods or swallowing air can cause indigestion; it usually is not a serious condition. Cabbage, coffee, tea, carbonated beverages may cause gas. Do the following if you have gas:

1. Avoid eating foods that cause problems.
2. Avoid overeating.
3. Remain in an upright position 1-2 hours after eating.
4. Chew your food well and avoid eating fast.
5. Avoid chewing gum which creates air in your stomach.
6. Avoid eating 1-2 hours before bedtime.
7. Stop smoking. Smoking increases acid production.
8. Take antacids: 2 tablets between meals and at bedtime.

NAUSEA AND VOMITING

Nausea and vomiting can have many causes. The stomach flu is a common cause and does not last for more than 24-36 hours. Diarrhea may also develop. If you are sick to your stomach or throwing up, you should do the following:

1. Drink only clear liquids for the next 24 hours.
2. Drink small amounts or sips if you cannot keep anything down.
3. Don't take aspirin, laxatives or antacids while you are sick to your stomach.
4. Rest for 24 hours.
5. When you are feeling better, start eating food gradually.
6. Do not eat a lot of spicy, greasy foods at first.

See the nurse if:

You don't feel better in 24 hours.

You can't keep any liquids down. You start vomiting up blood.

You get a fever and increased stomach pain.

SKIN RASH

Many things can cause rashes:

- Plants
- Medications
- Chemicals
- Infections

Often it is impossible to identify the cause of a rash. The treatment for a rash is to remove what is causing the rash and to relieve symptoms. Do the following if you

have a rash:

1. Wash or bathe in cool water only.
2. If you know what it is, avoid the cause of the rash.
3. Notify medical unit if symptoms of infection occur: Increased redness or swelling, Pus formation, heat, red streaks, increased pain or the rash is spreading.

ACNE

Acne is a buildup of oil at hair roots and oil glands. Acne may be blackheads, whiteheads or pimples. There are some factors that cause acne to be worse: some foods, hormones, stress and contact with irritating or oily substances may cause breaking out to get worse. Do the following if you have acne:

1. Wash your face and any other area that breaks out at least 2-3 times a day. Use mild soap and don't rub hard.
2. **DO NOT** squeeze or pick the pimples, this may cause them to get worse or infected.
3. Wash your hair at least 3 times a week and don't use oils on your hair.
4. Eat a balanced diet.
5. Don't use oily make-up or creams on your face.

DANDRUFF

Dandruff can be normal scaling off of the top layer of your scalp. It can also be caused by seborrhea, which causes an increase in the amount of oil made by the oil glands around the hair roots. Dandruff can usually be treated by using a dandruff shampoo. Do the following things:

1. Shampoo hair 2-3 times weekly in cool or barely warm water.
2. Use dandruff shampoo. Make sure you rinse out all the shampoo.
3. The oil glands around your hair may make more oil if you massage or rub your scalp a lot.

If the shampoo does not improve your dandruff problem after one month, return to sick call.

ATHLETES' FOOT

Athletes' foot is caused by a fungus. Fungi like to grow in warm, moist places. Do the following if you have athletes' foot.

1. Keep your socks & shoes off whenever possible. Don't sleep with your socks on.
2. Wash your feet with warm, soapy water every day, pat dry between your toes. Dry your feet last to keep from spreading the fungus.
3. If you have shower shoes, be sure and wear them when you shower.
4. If you have canvas shoes, wear them during the day.
5. Wear socks (white cotton if you have them). Put clean socks on every day. Put socks on before your underwear to keep the fungus from spreading.
6. Apply antifungal cream to the athletes' foot area 2 times daily after you wash your feet; rub the cream in well – it doesn't take much. Wash your hands before and after you apply the cream. Use the cream as directed by the medical staff.
7. Notify the medical staff if any of the following occur:
 - increased redness increased swelling heat
 - pus formation
 - red streaks
 - increased pain.

INSOMNIA

Some of the things that you can do for yourself if you are having trouble sleeping are:

1. Reduce and/or stop drinking caffeine drinks. These include coffee, brown tea, colas and some other soft drinks.
2. **DO NOT** take naps during the day, at count or during the evening.

3. Exercise during the day to help tire you out. This will also help reduce stress.
4. Go to bed at the same time each night. When you are drowsy and can't sleep, get up and read a book or write a letter until you get drowsy; then go back to bed. You may need to repeat this procedure several times.
5. Get out of bed at the same time each day.
6. Discuss your problems with the staff chaplain, or other mental health professionals, if available.

Over time, the ideas listed above should help you get your sleep problems under control. Your body has a natural "clock" built into it; sometimes it needs to be corrected. If you have had sleep problems for a long time, or were using drugs and/or alcohol prior to incarceration, it will take time for you to adjust. If you are new to the jail or are getting out soon, you will probably have some sleeping problems. Medications won't cure the problem. Time and effort from you probably will.

HEADACHE

Most people have headaches. Most headaches are not serious. Many things can cause headaches – tension, sinus congestion, caffeine, smoking, medications and high blood pressure. Do the following if you have a headache:

1. Avoid whatever causes your headache.
2. Take 2 Tylenol tablets 2 times a day.
3. Use moist, cool cloths if this helps relieve the headache.
4. Rest. Don't watch TV. Avoid noisy interaction.

SORE THROAT

Viruses cause most sore throats; antibiotics cannot kill a virus. It takes 4-7 days for a sore throat to get better. Do the following if you have a sore throat:

1. Gargle with warm, salty water several times a day. Do not swallow the salty water.
2. Drink plenty of fluids.
3. Take 2 Tylenol tablets for fever and pain 2 times a day.
4. Stop smoking.

Return to the nurse if conditions get worse or you have no relief.

SPRAIN

Stressing or twisting a joint or body usually causes a sprain. Swelling usually occurs and can cause pain. Do the following if you have a sprain:

1. Keep the injured area elevated for 48 hours. This decreases the swelling and throbbing.
2. Use cold-water cloths on the area for 24 hours and avoid using.
3. Take Tylenol 2 times a day for pain.
4. Notify the medical unit if numbness, tingling, cold or blueness appears to the area below the injury.

URINARY DISCOMFORT

Urinary discomfort is common in females. It is caused by bacteria entering the urinary system through the tube that leads to the bladder where the urine is kept.

Way to prevent urinary discomfort:

1. Drink 8 glasses of fluid per day.
2. Limit drinking caffeine drinks while having symptoms.
3. Urinate when you feel the urge.
4. Don't hold urine for long periods of time.
5. Avoid activities (masturbation) that cause friction to the urine outlet.
6. Take all medications until gone.

The symptoms of an infection should begin to get better in 24-36 hours after starting an antibiotic.

TOOTH DECAY & GUM DISEASE

Tooth decay and gum disease begin with plaque. Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease. It is constantly forming over the teeth. How does plaque cause cavities?

1. When you eat sweet foods, the bacteria in plaque combines with sugar to form decay acids that attach to the enamel on your teeth.
2. The cavity grows larger as it enters the dentin.

3. Decay weakens the enamel further and reaches the sensitive layer of the tooth.
4. If decay is not checked, an abscess may occur or the bone may become infected.

How does plaque cause gum disease?

1. Plaque collects beneath the gum line and irritates the gum tissues. This may cause your gums to bleed when you brush.
2. If plaque isn't removed, it becomes hardened and forms tartar increasing the irritation to your gums.
3. Plaque will begin to destroy the tissue holding the gums to the teeth.

Brush to remove plaque.

1. Prevent tooth decay and plaque by brushing.
2. Hold your toothbrush at a 45-degree angle to the gum line.
3. Brush back & forth with short strokes, covering 1-2 teeth at a time.
4. Brush the back of your teeth – inside & outside.

Revision 9
Updated as of 02-14-2020

INMATE ORIENTATION BOOKLET

PORTAGE COUNTY JAIL