



Menominee County Sheriff Department Inmate Rules and Regulations

Revised 03/06/25
Lt. TNAST-JA

INTRODUCTION

We realize that being in jail is not a very pleasant experience. You have been charged with, or sentenced here for a violation of law. It is the legal responsibility of the jail staff to keep you until your case has been resolved or your time served.

We will provide for your basic human needs, such as food, clothing, and shelter. If you abide by the rules, it will make your stay much easier for you. Rule violations require disciplinary action; otherwise, there is no point in having rules. Correctional Officers are here to see to your health and well-being. They are ladies and gentlemen; treat them as such and the consideration will be returned. Lights inside the housing units will be turned on and remain on from 0600 until 2200. This is to ensure that during operational hours, the correctional staff can visually identify all areas within the housing unit to ensure the safety and security of inmates, staff, and the facility.

INMATE PROCESSING FEE

Menominee County shall impose an *Inmate Administration Fee* of twenty-five dollars (\$25.00) and a twelve-dollar (\$12.00) *Booking Fee*, mandated by the State of Michigan, on all persons admitted into the Menominee County Jail. These fees are in addition to any charges for medical/dental services and prisoner board costs provided by the Menominee County Jail or fines imposed by the court system

CLASSIFICATION

You will be classified as a maximum, medium or minimum-security level. In determining your classification level, an officer will conduct an interview with you during the booking process. They will look at your current charges, any previous convictions you may have and any other jails you have been incarcerated in. Your housing assignment will be based on your classification level. You will be housed with inmates with the same classification whenever possible.

HYGIENE/CLEANLINESS

Inmates will be provided showers daily. All inmates are expected to shower at least three times per week. Showers are available after breakfast each day. Do not leave your soap or other belongings in the shower stall. Disposable razors can be ordered twice a week on specific days through inhouse via CIDNET. Nail clippers can also be ordered by a request via CIDNET. Each inmate is responsible for his/her cell or bunk area and day room area. Beds will be made following breakfast and the area cleaned to the satisfaction of the correctional officer for inspection after the cleaning gear has been given to each section. If the cellblock is not cleaned to the satisfaction of the correctional officer disciplinary action may be taken.

BEDDING

Blankets and other bedding will be left in the cells and not taken into the day rooms. At no time will you be allowed to hang bedding over the windows or bars obscuring the view into the cell. Any bedding in excess of what was issued to you is considered contraband and is subject to disciplinary action.

JAIL CLOTHING

You will be issued jail clothing and slide shoes to wear at time of booking. You are responsible for these items and may be charged if damage is done to them. The replacement cost will be deducted from your canteen account.

We realize that the temperature in this facility can fluctuate however you may not be out of your cell without proper clothing. Clothing must be worn properly at all times, except while showering or in bed. You will not be allowed out of your cell block unless you are in proper issued department **uniform** which includes med and meal pass. They will be exchanged twice weekly and inspected. You will be issued an orange pair of pants and an orange T-shirt or Sweatshirt. ITEMS AVAILABLE

ON CANTEEN: Items allowed; "WHITE ONLY" 1 Long underwear (top and bottom), 5 Briefs or Boxers, 3 Sports Bras (for females) and 3 T-shirts and 5 Socks are available on the commissary list. **FROM THE OUTSIDE:** Items allowed are "WHITE ONLY" 5 Socks, 5 Underwear (FULL ONLY COVERAGE Plain-No Thongs, No lace), or boxers, 3 Wireless Sports Bras (for females), 3 T-shirts. All items are to be unopened in the original package from the manufacture. Items not in a sealed manufactured unopened package will **NOT BE PERMITTED**. All items are to be worn only under jail issued uniforms and must be placed in the individuals bin which is provided by this jail. **No other clothing will be accepted into the jail.**

TELEPHONE/CIDENT

One telephone call will be allowed at booking to cooperative individuals ONLY, once the booking procedure is completed free of charge. When you are booked in you will receive your inmate ID number and password from the booking officer. You are told to memorize this and throw it away. You are advised if another inmate gets your password this department is NOT RESPONSIBLE for money lost out of your account. We will not investigate or file any charges on any person. Telephones and also CIDNET are available in all cellblocks seven days a week. Systems are automatically turned on after breakfast and off at 10:00 PM. Calls/CIDNET are limited to 30 minutes per call. During your CIDNET visit you must be properly clothed in your facility assigned orange uniform for the duration of your call or it will be cut off and could result in disciplinary actions. Your contact must have created an account through CIDENT prior to using our system. If your contact has not made an account when you call them, they will receive an automated message telling them how to create an account at the CIDNET CUSTOMER PORTAL. All calls are recorded (exception are attorney calls.)

Attorneys can be contacted from the cellblock telephones free of charge and are not recorded.

The facility will not deliver messages or take incoming phone calls for inmates.

Phone calls to include phone and CIDNET are a privilege; misuse of the phone and CIDNET may result in the loss of that privilege and disciplinary action. If you have a party visiting in the lobby of the jail at no time shall a cell phone, be used. If found your visit will be cut off and your party will be required to leave.

INMATE FUND/ACCOUNTS

Money for your inmate fund account may be deposited into the Kiosk in our 10th Avenue lobby during business hours 7 days a week. Money may also be deposited by logging into "JailATM.com at the following address; <https://deposits.jailatm.com/WebDeposits/>. Checks received in the mail will be placed into the inmate's property; money orders will be accepted through the mail and placed into the inmate's account.

Money owed the jail for any outstanding fees/debts (admin fee, medical, etc.) will be deducted from the deposit at a rate of twenty-five percent (25%). Note: The booking fee is mandated by the State, if money is owed for this fee, it will be deducted at one hundred percent (100%). Remaining money will be in your account for purchasing canteen, etc.

TRANSFER OF FUNDS

Funds in your canteen account can be transferred to the court for ordered fines, costs, restitution, etc. A request must be made to a correctional officer, stating the amount to be paid, indicate which court the check should be made payable to, and court case number. You will need to sign a receipt and will receive a copy. The check will be transferred to the appropriate court.

Funds in your canteen account can also be transferred to an outside person only 1 (one) time per month via debt card. At no time will a debit card be taken from your locker and placed in an envelope for mailing. All debit cards must be picked up in person with the person showing a valid drivers license or secretary of state ID. A request for such transaction must be submitted to a correctional officer via CIDNET. The request should include the full name of the person the funds are to be released to, the

amount, and the reason for the transaction. The funds will be issued in a form of a debit card; there are no cash/check transactions. The person accepting the debit card must provide a picture identification card and sign an acceptance receipt. An inmate may not transfer money from his/her account to another inmate's account.

Please note: An inmate will be allowed to transfer money to an outside person only after his/her account has been checked for any outstanding jail related bills, ex: Prisoner board, medical bills, processing fees, etc.

HAIRCUT

When available a professional barber provides haircuts. The availability of the barber is subject to change based on the inmate demand for the service. Prices do fluctuate based on provider and will be charged to your account. You "MUST" have funds in your account before making your haircut appointment. If barbers are not available this jail will try to provide minimal hair cutting. In absence of a barber this facility will provide hair clippers and beard clippers to trim or shave the head and/or the face and nothing more. These clippers will be handed out when time permits from the designee correctional officer once requested by the inmate. There will be a \$5.00 fee for the use of the clippers. This will be charged against your account.

CANTEEN

Canteen is offered weekly. Orders must be turned in no later than supper time Tuesday night. Orders are normally delivered on Thursdays. Holiday's frequently cause the canteen order and delivery schedule to change. We will notify you as soon as we are made aware of any changes. Inmates with money in their account are to purchase personal needs, toiletries, paper supplies, etc. before they are allowed "junk food". There will be no hoarding of canteen items and it will be removed and either thrown away or placed in your locker to return to you once you are released. An abundance of food is considered contraband and could result in disciplinary action. Remember to include your name on your request. Also, the item number and description and amount of product desired MUST be on all orders. There is a canteen limit set by Stellar. Requests submitted without information or required funds available will not be filled. No credit or charging is allowed. We are not responsible for price increases or missing products. When your canteen order is placed, your account will be charged and you will be required to pay for it. If you are released prior to receiving your canteen, it will be held for you, you have up to 14 days to pick it up during regular business hours.

INDIGENT

Inmates who are indigent (having less than \$1.00 in their account, become eligible, after 24 hours to receive a personal hygiene package. Inhouse items will still be charged to your account when and if you may have funds delivered 25% of the funds will be put towards your owed indigent account.

INHOUSE

In house orders for personal hygiene items are also offered weekly. Orders must be turned in no later than 10:00 PM on Thursdays and will be delivered on Friday. You may only order ONE (1) of each hygiene product (you may not keep a surplus in your cell or this will be taken as contraband if found or the item will not be filled) and if a kit is ordered then you are not allowed to order individual items. This is a give and take program. If you want a new replacement item then you MUST give an empty item back that you are replacing. You are also allowed limited writing items as indicated in your lockdown system.

Inmates requesting copies or fax service will be granted permission or denial by correctional staff, depending on the request.

Canteen/commissary list can be found on CIDNET under "Stellar Commissary." You must have your inmate ID number and password (do not keep this written in your cell, you will need to memorize this.) If you give your password to another person and/or lose your password and it is used by another person this is not the fault of this facility therefore no action will be taken.

NEWSPAPERS/MAGAZINE

Newspapers are no longer allowed in this facility due to being a security risk.

Pornography and or materials which incite or demean another race, sex, religion, or sexual preference will not be allowed. Any materials found will be considered contraband and dealt with accordingly. Inmates will be limited to three (3) small reading paperback books in their possession.

Inmates are allowed to order one (1) magazine by individual subscription from the publisher. Inmates are allowed to have one (1) magazine in their possession at a time. This will be a give and take situation when a new one comes in the old one is handed in to the correctional officer and will be donated to this jail.

LAUNDRY

Personal clothing will be washed twice weekly, uniforms and bedding one time per week. Days of pick-up may vary and a Correctional Officer will notify you of that specific day. You are REQUIRED to change your uniform twice a week and bedding once a week or as told by the Correctional Officer as part of your hygiene and cleanliness in this facility. Any problems when you receive your laundry tell the Correctional Officer. We are not responsible for lost or damaged clothing. You are prohibited from hanging any personal clothing items on the windows or bars. Any item found to be hanging will be considered contraband, confiscated and written up as a minor rule violation. Any clothing item found whether personal or issued uniform that is altered or damaged will be destroyed and may result in disciplinary action and could be charged replacement value.

CONTRABAND

Contraband is defined as any item that is not issued to you or that you are not permitted to possess while incarcerated to include an excess of inhouse, canteen items, magazines, newspapers, books or anything which is illegal to possess. Possession of contraband is a violation of jail rules and may result in disciplinary action.

INMATES PRIVILEGES-NOT A REQUIREMENT

TELEVISION

Each cellblock is equipped with a television. The volume is to be kept at a reasonable level. No one is permitted to tamper with or try to fix this equipment. If repairs are needed, tell a correctional officer. Televisions are turned off at 10:00 p.m. daily. They may also be turned off for infractions of the rules. A television that does not work because of abuse or misuse will be removed from the cellblock and may not be replaced. There will be zero tolerance with an inmate that is hoarding a tv with a remote control

CANTEEN

See rules listed above.

LIBRARY

The library cart is provided two times weekly and as time and personnel permit. Inmates may have "new" soft cover books (of small size and weight-NO large soft covered books will be allowed; discretion of size will be determined by the facility) sent to the jail but they will only be accepted if shipped direct from a vendor such as Amazon or similar. All books will be screened and approved by this facility. There will be no books allowed that are pornographic, provoke violence, sex, profanity or drug use. All books delivered to this jail will be **donated** to this jail once the ordering inmate has received and read the book. The only exception to this rule would be school books, religious or legal books. No matter the circumstances the inmate is only allowed three (3) paperback books (whether reading, school, religious or legal) in his/her cell. You are responsible for your books in your possession. If you are released from jail, be sure to give any library books to the correctional officer, do not leave them with another inmate. This is a give and take program, you will need to exchange books as needed in order to maintain three (3) books in your cell. **NO HARD COVER BOOKS ARE ALLOWED. NEWSPAPERS ARE NOT ALLOWED IN THIS FACILITY.**

VISITATION

All visitation is done via CIDNET. You must have an account set up in order to visit your individual on CIDNET. Your individual must be an approved contact by Correctional staff prior to being able to communicate with you. You must know your inmate id number and your password. This is not a requirement but is a privilege. If there is inappropriate behavior being done during a visit a correctional officer will stop the visit and it may result in disciplinary action. Lobby visits are free of charge via kiosk and will be limited to one (1) visit per day with a thirty (30) minute maximum per individual up to two (2) times per week. The lobby will be open for visits from 0800 until 1800. There will be no visiting allowed during the hours of 11AM-Noon and 4PM-5PM. If the visitor in the lobby becomes obnoxious or incorrigible during at any time during the visit to either the correctional officer or to the inmate, they are visiting via CIDNET then they will be immediately removed from this facility and could possibly be suspended from future visits. If the visitor is deemed to be under the influence of alcohol or drugs they will NOT be permitted to visit and again could temporarily be suspended from any future visits in this facility.

MAIL

All incoming mail may be opened and read. Incoming personal mail including photographs will be photocopied and the copy delivered to the recipient. The original mail and the envelope will be placed in the recipient's locker. The exception is privileged mail. Privileged mail is mail to or from attorneys, the courts, and government officials. Incoming privileged mail may be opened in the inmate's presence to verify sender and check for contraband. The mail is given to the recipient and the envelope is given to the correctional officer. These regulations are to prevent contraband from entering the jail and to maintain jail security. Any mail that needs to be posted the same day should be out for pick-up by noon that day. Each outgoing letter must have the inmate's name on it as part of the return address. Outgoing mail will be inspected for contraband or for any threats and safety concerns of this facility. If concluded that suspicious activity is found then a correctional officer will open any outgoing mail which could result in the inmate being disciplined appropriately. **ALL MAIL MUST COME THROUGH THE US POSTAL SYSTEM.** Nothing is accepted at the window. Writing paper and envelopes are available for purchase on canteen and inhouse. Pens are not permitted.

The mailing address to the Menominee County Jail is:

Inmate's name
Housing Unit (i.e. Cell 37)
Menominee County Jail
831 Tenth Avenue

PERSONAL ITEMS

Menominee County is not responsible for personal items that are lost, missing, or stolen. Items that are received at booking time or items that you personally request will be kept in safe storage. This facility will not accept large volume items, (i.e. bicycles, radios, excess clothing, etc.) during the intake process. These items will be stored by the arresting agency.

1. Lockers: Every inmate will be issued a locker for the storage of personal property while in the jail. All property will be stored in the locker. Any property found outside the locker is subject to seizure and disposal.
2. Bins: Every inmate housed in general population will be issued a bin for personal property storage in their cell. All personal property will be kept in their bin. Items allowed in the cell include: Department issued clothing & one (1) pair of slide on shoes, one (1) towel, two (2) blankets, one (1) sheet, five (5) pair of socks and five (5) pair of underwear, three (3) sports bras (females), (3) three t-shirts, one (1) long john shirt, one (1) long john pant, one (1) tube of toothpaste, one (1) shortie toothbrush (unless medically ordered otherwise), one (1) comb, one (1) deodorant, one (1) bottle of shampoo (shave, shower, shampoo), one (1) bottle of conditioner, one (1) bar of soap. Facility limited writing paper and envelopes, two (2) pencils, no more than five (5) personal letters, three (3) paperback books, one (1) magazine, five (5) personal photos (NO instant Polaroid type), one (1) jail issued styrofoam drinking cup, one (1) roll of toilet paper. Empty bottles, toilet paper rolls and pencil stubs must be turned in, in order to receive replacements. This is a give and take situation. Canteen must be kept to a minimum if you are found hoarding canteen, excess will be placed in your locker.
3. Due to the amount of available storage within the facility, personal property will be limited. Any personal property left unclaimed at the jail for 30 days after the inmate has been released from jail, AWOL, or transferred to a State Correctional Institute will be destroyed or donated to Goodwill or St. Vincent DePaul's. A property form will be completed and taped to your locker with your information and details of person picking up with an expiration date. Once we are past the expiration date, we will move forward with either destroying or donating your property.

SENTENCE REDUCTION PROGRAM

Inmates who are granted by Menominee County Sheriff who are eligible to participate in the sentence reduction program by being an inmate trustee at the facility should fill out the trustee application and turn it into a correctional officer. Those eligible that are selected will receive a sentence reduction of one day for every three days of work and has a daily reduction for housing of \$1.00 per day instead of \$20.00 per day. For information regarding eligibility contact a Correctional Officer in charge of this program.

Inmates who are sentenced through Circuit Court may participate however will not be eligible for the benefits.

GOODTIME

Can be earned if approved by the jail; One (1) day for every six (6) days stayed. This privilege can also be taken away as part of a disciplinary action.

MEALS

Meals will be served at the following times:

Breakfast	6:00 a.m.
Lunch	11:30 a.m.
Dinner	4:30 p.m.

When a meal is finished, all trays are to be returned to correctional staff, with the utensils and cup on the top of the tray. There will be no hording of food from the kitchen. This will be considered contraband and will be discarded and could result in disciplinary action.

MEDICATIONS

Menominee County Jail is contracted with a medical provider to provide medical services to inmates at this facility. The county provider will provide services and consultations regarding inmate health problems. The medical provider will provide a weekly visit for medical examinations and medical care to inmates. The contractor will provide medical forms for inmates to fill out personally regarding their medical history for doctors' evaluation. All medications are under control of the medical provider who is contracted with Menominee County Jail.

INMATE REQUESTS

INMATE GRIEVANCE

The signing of petitions, group grievances, and inciting other inmates to violate rules or to disobeying orders from a jail staff member is not permitted, and will be subject to disciplinary action. Before you can file a formal grievance, you must attempt to resolve the issue by communicating with the officer or staff member. Failure to do so could result in an automatic denial. An inmate who believes they have a grievance will have seven (7) days following the incident to submit it in writing from the date of the incident. The grievance shall only address one (1) issue. If more than one (1) issue is listed per grievance it will be denied. This grievance will be directed to a Sergeant or his/her designee. This Sergeant will have seven (7) working days to investigate and file a disposition. If you wish to file an appeal to this grievance you must file within five (5) days of receiving your answer. If this grievance is not resolved to your satisfaction, you may file a step 2 grievance. Failure to file the appeal within the timeline will result in an automatic denial. Step 2 grievance will be directed to and followed up by the Jail Administrator-Lieutenant or his/her designee. The JA has 7 working days from the date of submittal (unless additional time is needed, in that case you will be contacted by staff). If you are not satisfied with this decision, you may follow the timeline to file an appeal to step 3 of the grievance procedure. Step 3 will be directed to and followed up by the Undersheriff or his/her designee. The Undersheriff will have seven (7) working days to investigate and file a disposition. This is the final step of the grievance process.

SICK CALL

To see the nurse, fill out the medical/sick form via CIDNET explaining your problem. All inmates requesting to see the nurse will be charged a **\$15.00 fee**. Inmates will also be responsible for the total cost of medications (which is billed out once sometimes twice a month), follow-up medical care and all off-site medical or dental treatments. Money for these services will be automatically withdrawn from your canteen account or you may be required to bring additional funds prior to appointment. If you do not have money in your inmate funds then some medical care to include medications will be entered in your inmate account and will show as a debt (which means you owe money). When money is received into your account twenty-five percent (25%) of the money deposited will be taken for payment of medical expenses. If an inmate wishes to pay off the entire charge, they should advise a

correctional officer. All inmates incarcerated for fourteen (14) days or more must receive a physical and TB skin test by the nurse. This is at the cost of the department.

If staff refers an inmate for a medical health concern, and the Medical Staff finds the referral unfounded, the co-pay fee will not be charged against the inmate's account. Inmates will not be charged for staff referrals or denied medical treatment due to lack of funds.

RELEASE TIME

The normal time is 8:00 a.m. on the date of your release.

RELEASE OF PROPERTY

You may release personal property to an outside person (family or friend). A request to release property can be found on CIDNET and must be submitted prior to the property being released. The request should include the full name of the person the property is to be released to and a list of items to be released. Once the property is released the person cannot bring any property back to this facility. All property taken in during booking shall be accounted for and logged in our booking program and shall NOT be released to any agency unless a search warrant is obtained.

LEGAL REFERENCES

All legal questions should be directed to your attorney or the Law Library can be found on CIDNET. We do not do legal research for you.

TRUSTEE RULES/DO'S AND DON'TS

Comply with any request or order from a correctional officer/staff member. If there is a problem or concern please speak with a correctional officer or specific officer assigned to trustees.

No trustee will issue orders to any other inmate.

Kitchen trustees are not to handle or cook food. They are to assist in serving and cleanup.

Trustees are not allowed to handle/use knives or tools.

Trustees are not to enter cellblock areas (except their own). Correctional officers are responsible for delivering and picking up trays.

A correctional officer will monitor trustees while in our fenced in yard/parking lot.

Trustees will be allowed two sets of uniforms.

Male & Female inmates are to have NO contact.

Trustees will be allowed access to their shoes while performing trustee duties.

Trustees will NOT talk to any other inmates, excludes fellow trustee(s), while performing their duties, unless permission has been given from correctional staff.

Trustees will be allowed increased caloric intake due to increased activity level.

After being out of their assigned areas trustees will be strip-searched.

MAJOR VIOLATION PENALTIES

- A. If found guilty on the first major violation or the equivalent of six (6) sets of minor violations; a 25-day penalty in segregation will be imposed. If sentenced the inmate may also lose two (2) or more day's good time for each violation.
- B. If found guilty on the second major violation a 30-day penalty will be imposed. If sentenced the inmate may also lose two (2) or day's good time for each violation.

- C. If found guilty on the third violation a 35-day penalty will be imposed. Any violations after the third major, a progression of five days each for each violation will occur (40, 45, 50 etc.)
- D. If any state inmate is found guilty of a major violation, it will be at the discretion of the Menominee County Correctional Staff to either process through Menominee County's disciplinary process listed within (the sentence may be held over till the next time he/she arrives for court) or refer the incident to the Michigan Department of Corrections for disciplinary process.
- E. Any offense that an inmate commits while incarcerated in the Menominee County Correction Facility that is a violation of Michigan State Statues, or local ordinances could result in additional charges filed against them.
- F. Inmates that are released and still have punitive segregation time remaining will serve that punitive time the next time they are incarcerated. State inmates who are given disciplinary time, may either serve it in our facility, or have their time forwarded to the institution they are returning to.
- G. Inmates who damage any property issued to them, or damage any property within the facility will be charged replacement costs for those items. This charge will be taken from your canteen account; if funds are not available your account will sustain a negative balance.
- H. An inmate accused of a major violation that does not sign the violation will forfeit the ability to contest the violation in an administrative hearing.
- I. All privilege's; (example) CIDNET, telephone, outside programs, canteen, tv shall be suspended if elected by staff to be part of disciplinary penalties if an inmate is found to be guilty of a major or minor violation.

MAJOR RULE VIOLATIONS

1. **Battery** – causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the injured party.
2. **Fighting** – to strive to overcome a person by blows or weapons.
3. **Sexual Assault** – sexual contact or sexual intercourse with another person without consent of that person. Sexual intercourse includes any penetration by any foreign object.
4. **Threats** – abusive words or gestures that officers or staff believes a threat of bodily harm is imminent in nature.
5. **Inciting a riot** – initiating part of a group whose purpose is to disrupt daily operations, cause damage to the facility or harm others.
6. **Participating in a riot** – becoming part of a group whose purpose is to disrupt daily operations, cause damage to the facility or harm others.
7. **Attempted Escape** – attempting to vacate custody without the authority to do so. (i.e. tampering or blocking any doors, locks or surveillance devices, knowingly fleeing, etc.)
8. **Escape** – vacating custody without the authority to do so. (i.e. fraudulent flight from assigned duties).
9. **Arson** – intentionally attempting to or damaging any property, or attempting to or injuring any person by means of fire, or being in possession of items that could ignite a fire.

10. **Possession of Drug Paraphernalia** – use or possession of an illegal substance (i.e. THC, narcotics, hallucinogens, alcohol, etc.) or any object used to assist in the ingestion of that substance.
11. **Possession of a weapon** – Manufacturing, designing, or possessing any instrument which could be used as a tool or weapon.
12. **Abuse of prescription medicine** – intentional storing, trading, or fraudulently obtaining medications or any use outside or prescription guidelines.
13. **Propelling body fluids** – any intentional throwing, spitting, flinging, vomiting or saliva, urine, feces, seminal fluids, or blood at other inmates.
14. **Propelling body fluids at officers** – any intentional throwing, spitting, flinging, vomiting of saliva, urine, feces, seminal fluids, or blood at officers or staff members.
15. **Strong-armed robbery** – physical violence or threatening to use physical violence against another with the intent of taking property from the victim.
16. **Refusing to be transferred** – defying a legal and lawful order of an officer to be transferred to another facility.
17. **Property damage** – destroying, altering, damaging, defacing, or theft of county or personal property belonging to another (depending on severity).
18. **Tattoo** – tattooing self or others, or possessing any tattooing paraphernalia.
19. **Any conduct not specified that disrupts, interferes with orderly operations or security of the jail. (Depending on severity).**

GUIDELINES FOR MINOR VIOLATIONS

- A. A person guilty of one minor violation, the officer will determine the appropriate disposition a (i.e. room time up to 24 hours, loss of visitation, loss of canteen, loss of CIDNET, etc.). Each subsequent minor violation will be handled separately with additional penalties and may result in additional lock down hours per violation or loss of additional privileges. If found guilty of five (5) minor violations, up to five (5) days confinement and/or 2 days loss of good time will be imposed. Upon committing the sixth (6th) minor violation it shall be considered a major violation if found guilty and major rule violation penalties will apply. The above same steps are to be repeated if inmate continues to receive minor violations after receiving his/her major except this time you may double, triple, ect for each time he/she has completed a full round of five (5) minor violations (example instead of 24 hour lockdown it will now be 48 hours, ect.). You may also double, triple, ect loss of visitation, loss of canteen, cidnet, ect and also loss of good time. Correctional staff will do a reclassification of the inmate's current security status.

THE FOLLOWING WILL BE CLASSIFIED AS MINOR OR MAJOR VIOLATIONS DEPENDING ON THE CIRCUMSTANCE

1. **Disrespect to staff** – body language or verbal display that is abusive, profane, or vulgar in nature, directed towards staff, that interrupts daily operations.
2. **Horseplay** – engaging in any physical contest of aggression that could result in injury.

3. **Disorderly conduct** – behavior that is violent, abusive, profane, indecent, boisterous, or unreasonably loud and interferes with the daily operation of the jail.
4. **Disobeying orders** – refusing to comply with the legal, lawful order or instructions of an officer or staff member.
5. **Lying to staff** – making false statements to officers or staff members.
6. **Disruptive conduct** – behavior that is distracting, irritating, or a nuisance to staff that inhibits daily operations or disrupts normal living conditions in the block.
7. **Theft** – the taking of, or having in possession other inmate(s) or staff(s) property.
8. **Unauthorized transfer of property** – no transfer or exchange of property between inmates (i.e. gambling debts-canteen).
9. **Possession of contraband** – possession of contraband: items, objects, or things that are prohibited by law or that which specific permission has not been granted for the inmate to possess, or use in manner other than intended.
10. **Damaging or altering property** – destroying or defacing county property or property of others. This will include items that are attached to the walls, doors or fixtures (which includes covering lights), bars (which includes hanging items) of the cell or dayroom.
11. **Sexual conduct (staff)** – making sexual proposals or threats, indecent exposure towards staff.
12. **Sexual conduct (inmate)** – making sexual proposals or threats, indecent exposure towards other incarcerated individuals.

INMATE CONDUCT VIOLATIONS

1. **Conduct outside cell** – while inmates are outside the unit the inmates will walk in a single file line in the designated area. Hands of the inmates must be visible to staff at all times. No talking allowed outside the unit unless to respond to a staff question or directive
2. **Creating a hazard** – obstructing the line of vision of an officer or staff member by any means. To include covering the cameras of any monitored area, standing in doorways and sitting on table tops.
3. **Name and Titles** – inmates shall address the staff by the proper title: Captain, Lieutenant, Sergeant, Corporal, Officer, Mr., Ms.
4. **Inappropriate contact (inmate)** – conversing or contact with an inmate of the opposite sex.
5. **Inappropriate contact (staff)** – improper contact with staff member.
6. **Talking** – failure to remain quiet during lock-down hours.
7. **Inadequate work** – failure to complete work details satisfactorily.
8. **Unpermissible leave** - leaving program activities and rooms without permission from a correctional officer or staff member.
9. **Violating conditions of leave** – leaving assigned work areas without permission from a correctional officer or staff member.
10. **Disruption** – any conduct not listed that disrupts, interferes with the orderly operation or security of the jail. (depending on severity).

CELLBLOCK VIOLATIONS

1. **Prohibited materials** – inmates will not be allowed pillows, bedding, mattresses or laundry in the day room. This also includes the tier, stair railing, or any fixtures unless authorized by the medical staff.
2. **Prohibited entry** – entry into another inmate's cell.

3. **Disguising identity** – inmates will not be allowed to wear rags, towels, T-shirts, or any type of clothing on their heads.
4. **Gang activity** – engaging in activity or displays of affiliation or loyalty to a gang of any sort. This includes hand/body language, symbols, and manner of dress.
5. **Gambling** – engaging in gambling or similar games in which items or favors of any sort are exchanged.
6. **Alteration of property** – altering or misuse of equipment or supplies in a manner other than intended.

PERSONAL HYGIENE/HOUSEKEEPING

1. **Hygiene** – failure to conform to acceptable standards of personal hygiene. (Being unsanitary; refusing to shower). Refusing to change uniform, bedding as required.
2. **Dirty quarters** – failure to maintain assigned area in a clean, neat and orderly manner. These areas include the cell, bed, and shelf. Beds must be made when not sleeping.
3. **Failure to participate in housing clean up.**
4. **Bedding** – one mattress per bunk. (Unless authorized by medical staff).
5. **Cell/Dayroom appearance** – affixing any item or object to any door, doorway, railing, bunk, window, wall, or fixture of the cell or dayroom in any fashion. (Any items hung or affixed will be confiscated and disposed of).
6. **Improper storage** – all personal property not stored in the provided property box or on the designated shelf in the cell, will be considered contraband and may be confiscated and disposed of.

CONTRABAND (anything not authorized or issued, or used in a manner other than intended).

1. **Possession of money** – inmates are not allowed to have money in their possession.
2. **Possession of jewelry** – no jewelry will be allowed.
3. **Possession of clothing or linen** – excessive linen or clothing not permitted.
4. **Possession of hardcover books** – hardcover books are prohibited in all housing areas, unless provided through the Menominee School District for educational purposes.
5. **Possession of more than the allowed number of three (3) paperback books, one (1) magazine.**

PRISONER BOARD

All persons lodged in the Menominee County Correctional Facility will be charged for expenses they accrue during their stay, including appropriate fee towards cost of housing. This is in accordance with Public Act 118 of 1984.

Failure to make payment arrangements within the first thirty (30) days of receiving the invoice could result in legal action being taken against you.

NOTICE:

Inmates, who can prove-through tax records or other means that they are indigent by meeting the Federal Poverty Guidelines will be exempt from billing. Application for exemption will be considered 90 days after final release from custody.

REVIEWED AND APPROVED:

Darin Kudwa Dan Kudwa Date 3-17-25
Sheriff

Mary B. Barglund Mary B Barglund Date 3-14-25
Chief Circuit Court Judge

I have received a copy of the Menominee County Sheriff Department rules and regulations.

Inmate: _____ Inmate# _____

Officer: _____

Date: _____