



Menominee County Sheriff Department Inmate Rules and Regulations

Revised 02/2020

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 Breakfast until 10:00 PM. 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. Housing assignments may be changed at any time to meet the needs of the jail.

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 and nail clippers are available for use upon written request. Each inmate is responsible for his/her cell or bunk area and day room area. Beds will be made following breakfast and kept made whenever they are unoccupied. All areas are to be 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, towels or other clothing 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 slippers 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. No visiting will be allowed if you try to enter the visiting room with torn clothing or with any unauthorized writing on them.

Clothing must be worn properly at all times, except while showering or in bed. You will not be allowed out of your cell unless clothing is worn in the proper manner. They will be exchanged twice weekly and inspected. You will be issued an orange pair of pants and an orange T-shirt or sweatshirt. Long underwear and underwear are available through commissary; these items are to be worn only under jail assigned uniforms. No other clothing will be accepted into the jail.

Telephone Calls

One telephone call will be allowed at booking when the booking procedure is completed. Telephones (collect/prepaid outgoing calls only) are available in all cellblocks seven days a week. Family/friends may set up a prepaid account with the inmate phone provider. Also phone time may be purchased through the commissary menu if funds are available. Telephones are automatically turned on after breakfast and off at 10:00 PM. Calls are limited to 15 minutes per call. An operator will announce your call as being a collect call, from a Correctional Facility when your call is answered. All calls, with the exception of attorney calls, are recorded and may be monitored.

Outgoing calls to court, probation/parole or other agencies will be requested in writing. These calls are granted on Fridays ONLY and as time and personnel permit.

Attorneys can be contacted from the cellblock telephones free of charge.

The facility will not deliver messages or take incoming phone calls for inmates unless it is an emergency situation (examples are, but not limited to; death of family, hospitalization of family, child care emergencies).

Phone calls are a privilege; misuse of the phone may result in the loss of that privilege and disciplinary action.

Inmate Funds/Account

Money for your inmate fund account may be deposited into the Kiosk in our 10th Avenue lobby 24 hours a day 7 days a week. Money may also be deposited by logging onto GovPay at the following address: <https://www.govpaynow.com/gps/user/?pic=6785> . 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 to 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. Any money remaining in your account at release will be applied to any of your outstanding debt.

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, with amount to be paid, court the check is to be made out 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. A request for such transaction must be submitted to a correctional officer in writing. 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, your printed full name and signature. The funds will be issued in form of a debit card; there are no cash transactions. The person accepting the debit card must provide a picture identification card and sign an acceptance receipt. A copy of the signed receipt will be provided to you upon request. 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. An inmate may not transfer money from his/her account to another inmates account.

Haircut

A professional barber provides haircuts. The availability of the barber is subject to change based on the inmate demand for the service. Charges for haircuts will be made against your canteen account.

Canteen

Canteen is offered weekly. Orders must be placed no later than lockdown on Monday. Orders are submitted on Tuesday morning. Orders are normally delivered on Wednesday. Holiday's frequently may delay or change the delivery of canteen. 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 is a limit set on some items. Gum and smoking materials are not allowed in jail. No credit or charging is allowed. We are not responsible for price increases of products. When your canteen order is submitted, your account will be charged. If you are released prior to receiving your canteen, it will be held for you, you have up to one week to pick it up during regular business hours.

Phone ordering procedures:

Pick up the phone: press the number for language. Press 222 when prompted for area code and number you are calling dial 222 you will soon hear music. Next you enter site code 401# Next enter your inmate ID followed by the # sign. Enter your PIN/Password#. Now you can hear your balance, place an order, modify your order, buy phone time or get financial transactions on your account and change your PIN/Password. Order throughout the week "DO NOT WAIT UNTIL COMMISSARY DAY"! This is like a wish list, order it and if you have money and it is not a restricted item it will go out.

In House Orders

Inmates who are indigent (having less than \$1.00 in their account, become eligible, after 24 hours to receive a personal hygiene package.

In house orders for personal hygiene items are also offered weekly. Orders must be placed using the inmate telephone system no later than lockdown on Thursday and will be delivered on Friday.

Indigent persons are required to order their envelopes and paper ONLY once a week. Indigent inmates may not order more than one item of each hygiene product per week. Additionally you are allowed to order only one (1) pencil per week. Indigent persons requesting copies or fax service will be granted permission or denial by correctional staff, depending on the request.

Exceptions are made only if you are lodged in between canteen days.

Ask a correctional officer for a copy of the canteen/commissary list.

Laundry

Personal clothing and uniforms will be washed twice weekly, bedding one time per week. Days of pick-up may vary and a Correctional Officer will notify you of that specific day. Any problems when you receive your laundry tell the Correctional Officer. Work release/day parole inmates may have their clothing washed by trustees if they choose. Clothing is to be given to a correctional officer to place in a laundry bag. 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.**

Contraband

Contraband is defined as any item that is not issued to you or that you are not permitted to possess while in jail or which is illegal to possess. Cell searches will be conducted randomly for safety & security. Possession of contraband is a violation of jail rules and may result in disciplinary action.

Inmate Privileges

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.

Library

Newspapers, Books, Publications

Newspapers are accepted only by subscription and delivered by the publisher. **Inmates are allowed only three (3) newspapers in their possession.**

Pornography and or materials which incite or demean another race, sex, religion, or sexual preference will not be allowed. Any of these materials found will be considered contraband and dealt with accordingly.

When available, magazines and publications will be offered on the library cart. Inmates will be limited to **one (1) magazine in their possession.**

The library cart is provided **once** per week, as time and personnel permit. Inmates may have new soft cover books sent to the jail but they will only be accepted if shipped direct from a vendor such as Amazon or similar. **Only reading books will be accepted.** Illustration books; tracing books; coloring or maze books will not be accepted unless available from canteen. The only exception is educational, religious or legal books. **Educational books will be evaluated on a case by case basis according to legitimate need.** More than 3 books in your cell will be considered contraband. You are responsible for books in your possession. If you move from one cell to another take them with you. If you are released from jail, be sure to give any library books to the correctional officer. Do not leave them with another inmate.

Games will not be accepted from Amazon or any other outside vendors. There are a number of games available for inmates to purchase from the canteen. In addition to those, the jail will provide: Yahtzee; Scrabble; Sorry; Risk; Monopoly as available. The jail will also make available a variety of puzzles. **Playing cards will not be accepted at the window, they must be purchased from canteen.**

Visitation

Visitation days are: Saturday, Sunday, Tuesday and Thursday. Visitations are for one half (1/2) hour. An appointment is necessary. All visitors shall be seventeen (17) years of age or older. Any visitor under seventeen (17) must be accompanied by their parent or legal guardian. Visitors must be completely and properly dressed. Visitors shall sign the visitation log. Visitors not signing or using false names or ID shall be denied visiting. Improper or lack of ID shall be reason to deny or terminate the visit. Loud and boisterous conduct, profanity in the visiting area, or disrespect to the visitor will result in immediate termination of your visit, and may result in future restrictions of your visiting privileges, or other disciplinary action. Visitation may be monitored. If you have any questions regarding visiting, ask an officer. By order of the Sheriff, anyone who has previously been an inmate in this facility will not be allowed to visit unless they are the spouse, or directly related relative.

Mail

All incoming and outgoing mail may be opened, read and inspected for contraband. **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. 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 is not to be sealed unless it is privileged mail. Any mail rejected for security purposes will be returned to the sender with an explanation for the rejection, the inmate will be notified of the rejected mail and who the sender was. Inmate to inmate mail is not permitted except under the following conditions:

- a) Parent to child
- b) Child to parent
- c) Sibling to sibling
- d) Spouse to spouse

Writing paper and envelopes are available on canteen. Pens are not permitted.

The mailing address to the Menominee County Jail is:

Inmate name
Menominee County Jail
831 Tenth Avenue
Menominee, MI 49858

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 assigned a locker for their personal property while in the jail. All property will be stored in the locker. Every work release/day parole inmate is responsible for making sure their locker is locked when they leave the facility. Any property found outside the locker is subject to seizure and disposal and is not the responsibility of the Sheriff Department.
2. Bins: Every inmate housed in general population may request a bin for personal property storage in their cell. All personal property will be kept in the bin. Items allowed in the cell include: Department issued clothing & footwear, one towel, two blankets, one sheet, five (5) white pairs of socks and five (5) white pairs of underwear, female inmates are allowed five (5) white bras with no metal wires; 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, one (1) soap dish. Writing paper and envelopes, two (2) pencils, no more than five (5) personal letters, three (3) paperback books, three (3) newspapers, one (1) magazine, five (5) personal photos (NO instant Polaroid type), one (1) drinking cup, one (1) jail issued hair tie, one (1) roll of toilet paper, one (1) orange spoon. Toilet paper rolls must be turned in, in order to receive replacements.
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 thirty (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.

Sentence Reduction Program

Inmates who are granted by their sentencing judge and screen eligible to participate in the sentence reduction program by being an inmate worker or trustee at the facility should make a request slip to work van coordinator. Those eligible that are selected will receive a sentence reduction of one day for every three days of work. For information regarding eligibility contact a Correctional Officer.

Inmates who are sentenced through Circuit Court that are granted work van status are not eligible for sentence reduction. Tribal Court inmates may or may not be eligible for sentence reduction, the tribal court Judge will determine reduction eligibility on an individual basis.

Meals

Meals will be served at approximately the following times:

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

When a meal is finished, inmates are expected to return all trays to the food cart, with the utensils and cup on the top of the tray.

Medications

All medications will be kept and dispensed by the jail nurse or his designee. Exceptions: inmates requiring nitroglycerin will have it kept in a locked cabinet in the correctional office. It will be given at inmate request for chest pain. Inhalers for asthma will be kept in the medical office and dispensed at medication pass unless otherwise approved by the jail nurse. Any medications found in the possession of an inmate shall be treated as contraband.

Inmate Requests

Inmate Grievance

The signing of petitions, group grievances, and inciting other inmates to violate rules or to disobey orders from a jail staff member is not permitted and will be subject to disciplinary action. An inmate who has a grievance should try to resolve the problem with the Sergeant. Inmates will have 48 hours following the incident to file a grievance. If not resolved with a Sergeant, it should be presented in writing, indicating what rule was violated, signed and dated, then forwarded to the Jail Administrator. The Jail Administrator will respond in writing within a reasonable amount of time. If not resolved at this level, the inmate will present the grievance in writing (signed and dated) to the Undersheriff.

Sick Call

Sick call will normally be on Friday. To see the nurse, fill out a request slip briefly explaining your problem and give it to a jail staff member. All inmates who see the nurse will be charged a **\$15.00 fee**. All inmates who see the nurse on a non-sick call day will be charged a **\$35.00 fee**. Inmates will also be responsible for the total cost of medications, follow-up medical care, and for all off-site medical or dental treatment. **Dental treatment will require an advance cash payment of \$60.** The treating dentist will give the inmate a cost estimate for the dental work that will need to be paid at time of treatment. Money for these services will be automatically withdrawn from your canteen account. If you do not have funds in your account, your account will sustain a negative balance. If you receive money in the future, it will be subtracted from your account. At a rate of twenty-five percent (25%) of the money deposited. 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. Your inmate account will be charged for these services.

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 inmates account. Inmates will not be charged for staff referrals or denied medical treatment due to lack of funds.

(PREA) Prison Rape Elimination

A **Zero Tolerance** policy towards all forms of sexual abuse and sexual harassment and to provide immediate intervention and investigation for any suspected or alleged sexual contact, assault/abuse or harassment upon any inmate under the care and custody of the Menominee County Sheriff's Office. Notification can be made in the form of verbal notification, written notification by internal kites, US mail, third party person, or a staff member's intuition or suspicion.

Release Time

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

Release of Personal Property

You may release personal property to an outside person (family or friend). A request to release property must be submitted to a Correctional Officer. 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 along with your printed name and signature. The inmate, the person picking up the property and a correctional officer will sign a property release form.

Legal References

Requests for legal materials or specific case law should be addressed to your attorney or legal advisor. If you do not know who your attorney or legal advisor is, give your request to a sergeant and the sergeant will forward your request to your attorney or legal advisor.

We do not do legal research for you. This facility is not required to stock an entire law library; specific requests for case law may result in a 25-cent per page charge to your canteen account.

MAJOR VIOLATION PENALTIES

- A. If found guilty on the first major violation or six (6) minor violations; a 25-day penalty in segregation may be imposed. If sentenced the inmate may also lose two (2) or more day's good time for each major violation.
- B. If found guilty on the second major violation a 30-day penalty may be imposed. If sentenced the inmate may also lose two (2) or more day's good time for each violation.
- C. If found guilty on the third violation a 35-day penalty may 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 Statutes, 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 and prosecution may be sought. 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 FORFIET THE ABILITY TO CONTEST THE VIOLATION IN AN ADMINISTRATIVE HEARING.**

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 for any use outside of prescription guidelines.
13. **Propelling body fluids** – any intentional throwing, spitting, flinging, vomiting, saliva, urine, feces, seminal fluids, or blood at other person(s).
14. **Strong-armed robbery** – physical violence or threatening to use physical violence against another with the intent of taking property from the victim.
15. **Refusing to be transferred** – defying a legal and lawful order of an officer to be transferred to another facility or other area of the facility.
16. **Property damage** – destroying, altering, damaging, defacing, or theft of county or personal property belonging to another (depending on severity).
17. **Tattoo** – tattooing self or others, or possessing any tattooing paraphernalia.
18. **Any conduct not specified that disrupts or interferes with orderly operations or security of the jail. (Depending on severity).**

GUIDELINES FOR MINOR VIOLATIONS

- A. If guilty of a minor violation, the officer will determine the appropriate disposition a (i.e. room time up to 24 hours and or loss of visitation, loss of canteen, loss of recreation, etc.) Each subsequent minor violation may result in additional 24 hours of lock down and or loss of other privileges. If found guilty of the first set of five (5) minor violations, up to five (5) days confinement and/or two (2) days loss of good time may be imposed. Upon committing six (6) minor violations it shall be considered a major violation and major rule violation penalties will apply. 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, which interrupts daily operations.
2. **Horseplay** – engaging in any physical contest of aggression, which 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 of, other inmate or staff 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 of the cell or dayroom. This includes any attempt to manipulate the heating/cooling system of the facility.
11. **Sexual conduct** – making sexual proposals or threats, indecent exposure towards other person(s).

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 tabletops.
3. **Name and Titles** – inmates shall address the staff by the proper title: Lieutenant, Sergeant, Officer, Mr., Ms.
4. **Inappropriate contact**– conversing or contact with an inmate, officer, and other staff member or volunteer that is sexual in nature.
5. **Talking** – failure to remain quiet during lock-down hours.
6. **Inadequate work** – failure to complete work details satisfactorily.
7. **Unpermissible leave** - leaving program activities and rooms without permission from a correctional officer or staff member.
8. **Violating conditions of leave** – leaving assigned work areas without permission from a correctional officer or staff member.
9. **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 bedding, mattresses or laundry in the day room. This also includes 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 VIOLATIONS

1. **Hygiene** – failure to conform to acceptable standards of personal hygiene. (Being unsanitary; refusing to shower).
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 daily and weekly 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). At no time shall inmates attempt to cover the lights or vents in the cells.
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, with the exception of wedding bands.
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 a School District for educational purposes.
5. **Possession of more than the allowed number of paperback books (3) or newspapers (3) or magazines (1).**

PRISONER BOARD

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

Failure to make payment arrangements within the first 30 (thirty) 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:


Kenny Marks
Sheriff

2-25-2020
Date


Mary B. Barglind
Chief Circuit Court Judge

2-20-2020
Date

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

Date: _____

Inmate: _____

Inmate#: _____

Officer: _____

Work /School Release Participant Agreement

Qualifications

- You must be sentenced by a lawful court authorizing Work Release by the sentencing Judge.
- You must pay a weekly Work Release fee.

Any inmate who is sentenced to the Menominee County Jail with Huber Law (Work/Day Parole) or medical release must abide by the following Release Rules. You must pass a urine screen prior to being released for day parole. If the urine screen is positive you must wait seven (7) days before requesting another test. Your inmate account will be charged twenty-five dollars (\$25) for subsequent tests. Failure to comply with these rules may result in the immediate removal from the release program:

I will go DIRECTLY to work/school/appt by taking the closest and most direct route.

I will return to the jail immediately after work/school/appt is finished taking the closest and most direct route.

I will not stop in between unless authorized by the Menominee County Sheriff Department ahead of time.

I will not violate any laws or ordinances of Federal, State or Local Governments while outside the jail facility.

I will submit to a blood, urine, breath test upon request, refusal will result in loss of release privileges.

All meals eaten while released will be at my work/school location.

I will not leave my general work/school area for any reason except for related activities.

I will not possess or consume alcoholic beverages or any alcohol-based product.

I agree to remain drug free while on the program.

I will not bring any contraband to the jail (this includes tobacco products, lighters, food or drink).

Correctional staff may search my locker as well as my work vehicle and their contents, periodically. I understand the prosecution/discipline will be sought for any illegal items found.

I understand that work release days are Monday through Friday, forty hours (40) per week, unless otherwise authorized by the sentencing Judge.

I understand employer must notify the jail ahead of time to request permission for any overtime I am required to work and the Judge's authorization must be on file.

I understand that my Probation/Parole agents or the sentencing Judge must approve in advance any release for work/school on ANY legal Holiday.

I understand that my employer is required to complete an Employer Day Parole Agreement form, and that I am responsible to return the signed form to the jail staff promptly or I may not be released for work/school.

I understand that I will be checked on and my employer may be contacted periodically to verify my work hours.

I understand that if I am injured at work or school I am to inform the correctional officer on duty upon my return from work/school and whether or not I have sought treatment. The Menominee County Jail will not be responsible for any medication or medical services incurred while outside the jail for release granted by my sentencing Judge.

I am still under the jurisdiction of the Sheriff and the Court of Sentence while outside the facility.

I will not carry, deliver or pass any messages written or oral for any other jail residents to any person.

I understand that I am required to pay twenty dollars \$20 per day for work release and that my account must be in good standing to continue to go out to work.

I am required to completely and accurately fill out and return an Inmate Financial Statement. If I am unable to comply with the above payment arrangements a meeting must be scheduled with the office assistant, my financial status will be reviewed and payment arrangements made.

Failure to comply with these and all the jail rules may result in the revocation or suspension of my release privileges, loss of goodtime or other disciplinary action.

Inmate Signature: _____ Date: _____

Correctional Officer: _____

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 with the request a Sergeant or senior staff member should be consulted. If the problem is not resolved a written explanation of the problem should be forwarded to the Jail Administrator.

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 supervising the pick up of trays, cups and utensils.

A correctional officer may escort a trustee outside; if the trustee is not escorted they are subject to a strip search.

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 may be subject to a strip search.