

## Rusk County Jail Rules

1. **The Jail Officers on duty are in charge of their shift. Do NOT argue with the Jail Officer. Do NOT “shop” for a different answer from another Jail Officer.**
2. Lights on and cells opened after 7:00 a.m. Each inmate will be dressed in orange pants and top, or white t-shirt. Any time an inmate is escorted from their cell block, the inmate shall wear his/her full orange uniform and jail issued shoes. Pants will be pulled up at the waist, and cuffed only to the ankles. Shoes, either jail or commissary issued, must be worn at all times. Nothing shall be worn on the head.
3. All beds will be made by 8:00 a.m., and will remain made until lock down. All Linens will be on the bed, with sheets and blankets covering them. **Mattresses will remain on bunks unless approved by jail staff.** After breakfast, Inmates may sit on their beds to read or write. Inmates are not permitted to return to sleep in their bunk until 8:00 p.m. Exceptions will be made for working night shift Huber inmates. All Huber inmates will have their beds made prior to leaving for work.
4. **No bedding, mattresses, towels, or washcloths are allowed in the dayroom area. No Items are allowed to hang on the beds or bars, or block the Jail Officer’s visibility.**
5. Inmate will be assigned to a specific cell and bed. An inmate cannot change cell or bunk assignment without Jail Officer’s approval. Designated sleeping areas are NOT to be used for socializing. You are not allowed in another inmate’s cell. You may not grant another inmate permission to enter your cell.
6. All inmates are required to clean their housing units. Cleaning will be done at the Jail Officer’s request. All inmate property will be stored in the tote/bin provided by the jail. Nothing shall be hung on the bars. Cell and dayroom inspections will occur periodically.
7. **Inmates are required to shower at least three times per week. Dayroom activities (recreation, television, telephones, visits, canteen, etc.) are PRIVILEGES and will be allowed only upon cleaning, showering, and passing of inspection by the Jail Officer. Scheduling of privileged activities will be set by the jail.**
8. Your person, your cell, and your day room may be searched at random. You have no right to be present during any searches of your living area or property.
9. Lights, vents, bars, bunks, and windows are not to be covered or blocked. **No items will be hung, pasted, or drawn on doors, tables, bunks, or walls of the facility. Inmates shall not tamper with jail property or another inmate’s property. Any damage caused by an inmate will be forwarded to the District Attorney for formal charges.**
10. During designated sleeping hours, an inmate may fold a washcloth, towel, or t-shirt into a strip wide enough to only cover their eyes. The head and face may not be covered from view of the Jail Officer.
11. Inmates may accumulate a maximum of 6” of personal mail and papers. The inmate will dispose of excess. It may be stored with personal property outside of cell block, mailed out (at the inmate’s expense) or discarded if storage is not available. **Mail saturated with perfume or other substances will not be accepted.** All incoming mail shall be addressed to the inmate by full name. It shall have full return address and name of the sender in the upper left hand corner.

**INMATE’S FIRST AND LAST NAME (NO NICKNAMES OR ALIASES)**  
**RUSK COUNTY JAIL**  
**311 E MINER AVE., STE L100**  
**LADYSMITH, WI 54848**
- Mail shall be opened and inspected for contraband prior to distribution to inmate. Legal mail will be opened by a Jail Officer in your presence. You shall not possess any criminal history paperwork, even if it is provided by your attorney. Criminal History paperwork will not be released from the jail. Outgoing mail is to remain unsealed for inspection. Outgoing legal mail may be sealed. All mail determined to contain contraband or information which could interfere with the safe and secure operation of the jail, shall be recorded and placed with the property of the inmate. The inmate will be advised of the receipt of the mail item and that he/she will receive it upon release from the Rusk County Jail.
12. Inmates are not permitted to send/receive mail correspond with other Rusk County Jail inmates.
13. Inmates are allowed three books from the library. All books received by the inmate become the property of the Rusk County jail upon release or transferred to another facility. One Bible or other religious publication, no larger than 2” thick, may also be in the inmate’s possession. Magazines or newspapers are not permitted in the cell block or dayroom. **Items which are**

**purchasable through the commissary or provided by the jail will not be accepted into the jail from any other source.** Exceptions may be granted by the Jail Administrator in advance.

14. All dirty clothes will be placed in a jail issued laundry bag. Personal laundry and Linens will be washed once per week, except during hot weather or for reasons the Jail Officers deem necessary. Rusk County is not responsible for loss or damage of inmate's property/laundry. Uniforms will be washed twice a week. Days of laundry are determined by Jail Staff.
15. Intercoms are to be used for emergency purposes only. Abuse of the intercom system to disrupt or distract Jail Officers will result in disciplinary action.
16. **Bartering, gambling, or trading of any items is not allowed. Transfer of property or funds between inmates is prohibited.**
17. No physical contact of any kind between inmates. This includes Fighting, horseplay and sexual contact. Sexual contact between inmates and staff is prohibited.
18. Attempting to communicate with people through the windows or inmates in other cell sections is prohibited.
19. **Profanity, Disrespect, Rude, or behavior by inmates, which intentionally agitates others will not be tolerated. There will be NO profanity in normal conversation outside of the cell block/dorm.**
20. It is a violation to use the plastic chairs as foot stools, or to sit in them and lean back with the front legs off the floor. This will damage the chairs.
21. Stockpiling or saving food from any of the meals is prohibited. All food must be eaten at mealtime or returned on the meal trays. Trays will be handed back to the Jail Officers in an orderly manner. All items returned with tray.
22. Attendance in any jail program is a privilege. Talking to or communicating with other inmates from other cell sections during a jail program is prohibited unless specifically unauthorized by the Program Volunteer, Manager, or Jail Officer. Disrespectful, negative, or disruptive behavior will result in removal and restriction from participation in the future.
23. **For non-emergency medical care ask the Jail Officer for a nurse call request form. Complete it and return to the Jail Officer. On specific days of the week, the nurse will provide medical care and arrange other medical attention if needed. Nurse visits are billed to your account at the rate of \$10.00 per visit. Indigent inmate's account will be charged.**
24. You are to have a full cup of water in your hand when a medication is distributed to you. All Medications will be taken at the time of distribution. Check the medication to be certain it is correct. You are required to drink your cup of water after swallowing your medication. Show the Jail Officer your empty mouth. Medication schedules are set times designated by the Medical Staff and jail.
25. **All areas of the jail are monitored. Telephone conversations are recorded and may be monitored. You cannot receive incoming phone calls. Messages to inmates will not be relayed by jail staff.**
26. Visiting hours are Saturdays and Sundays 1 p.m.-5 p.m. One 25-30 minute visit is permitted per inmate per weekend. Two approved persons may visit an inmate at one time. Immediate family is approved, children must accompany an adult. Children under 12 years of age must obtain written permission by a Jail Officer or Jail Administrator. Children must be well mannered and not disturb other visits.
27. One request form shall be issued per inmate. One that form has been used, you may receive another upon request after breakfast. Request forms will only be issued during that time. All requests, complaints, or grievances shall be given to the Jail Officer on duty written on the appropriate form. If satisfaction is not received from the Jail Officer, a request should be made to the Jail Sergeant, if on duty. It will only be handled by the Jail Administrator after the Sergeant has responded.
28. **Sentenced inmates will be charged a daily maintenance fee set by the county ordinance.**
29. Inmates are expected to conduct themselves in accordance with jail rules. Any conduct which disrupts or interferes with the security, order, and control of the jail, **including lying to jail staff**, is unacceptable and will result in disciplinary sanctions and/or charges. Any violation of Wisconsin Statutes, Federal Laws or County Ordinances is prohibited.
30. **The Jail Officers on duty are in charge of their shift. Do NOT argue with the Jail Officers.**