

RULES OF CONDUCT FOR PROFESSIONAL / VOLUNTEER VISITORS

GENERAL:

All rules, regulations, and policy statements governing conduct in the jail shall apply to all Professional Visitors. Violations of these rules may result in removal from the jail and termination of your services. We encourage you to use common sense as your guide, as well as, with the following rules.

SPECIFICS:

1. Professional/Volunteer Visitors shall immediately report any violation of the Jail Rules or regulations to the Correctional Staff.
2. Each Professional/Volunteer Visitor is expected to be mentally alert, personally neat, and shall render his or her services on an impartial basis. Conduct shall be consistent with the security and operation of the jail.
3. NO Professional/Volunteer Visitor shall solicit, or accept, a gift from an inmate or any person acting on behalf of an inmate.
4. NO Professional/Volunteer Visitor will deposit money or solicit others to deposit money into inmates Canteen Account.
5. Professional/Volunteer Visitors shall not use physical force, except to defend herself/himself.
6. No Professional/Volunteer Visitor shall report for service after consuming, or while under the influence of alcohol and/or drugs.
7. Professional/Volunteer Visitors may be subject to a body search and the inspection of personal property.
8. Professional/Volunteer Visitors are expected to follow jail staff directives and respond in a respectful manner.
9. Professional/Volunteer Visitors shall comply with the facility safety regulations. Any injury sustained in the jail shall be reported to the jail staff at the time of the injury or as soon as possible thereafter.
10. Professional/Volunteer Visitors will not have access to inmates' confidential records without their consent.
11. Professional/Volunteer Visitors are encouraged to communicate with jail staff. Please feel free to discuss any concerns or ask questions, as needed.

12. Professional/Volunteer Visitors may not bring in or take ANYTHING from an inmate to take in or out of the facility. Inmates have regular access to the telephone, so it is not necessary for professionals to become involved in contacting friends and relatives of inmates, their lawyers, probation officers, or judges.
13. You as a Professional/Volunteer Visitor must not give an inmate your full name, address, or telephone number, except your business number.
14. It is the Professional/Volunteer Visitor's responsibility to inform the Jail Administrator if she/he has a new criminal charge(s) filed against him/her. Service to the jail would be suspended during the court proceedings.
15. Professional/Volunteer Visitors are not authorized to have contact visits with family members or friends. Family members include mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece or first cousin. If you are listed as a friend on the inmate's visitor list, then you are not allowed to conduct a professional visit with the inmate.
16. Professional/Volunteer Visitors are not allowed to bring cell phones, recorders, cameras or any other electronic devices into the Jail.
17. Professional/Volunteer Visitors will not bring any keys into the Jail.
18. Professional/Volunteer Visitors will not bring any weapons or anything that can be made into a weapon into the Jail.
19. The Sawyer County Jail reserves the right, at all times and without prior notification, to refuse the admittance of any Professional/Volunteer Visitor. All Professional/Volunteer Visitors should understand a violation of any rule might cause your service to the jail to be curtailed, postponed, or discontinued.
20. Professional/Volunteer Visitors will have **ZERO** physical contact with inmates. This includes, but is not limited to; hugging, handshakes, high-fives, fist-bumps (knuckles), or any kind of physical touching.

CONFIDENTIALITY

Do not violate the inmate's confidence. Never repeat what has been told to you in confidence to someone else. If you need outside help about a problem, relate the facts of the situation without identifying the inmate involved. The exceptions are:

1. Violation of jail rules, regulations, and policies
2. Escape plans or attempts
3. Harmful behavior to one's self or to others

4. Criminal matters
5. Inmate progress

DRESS CODE

All Professional/Volunteer Visitors are to dress appropriately; the following must be adhered to:

1. No shorts, cut off jeans, or jeans with holes in them
2. No tank tops or low cut blouses
3. Keep jewelry to a minimum and necklaces tucked inside shirt, if worn
4. Footwear must be worn, no flip flops

CONTROL OF CONTRABAND

The control of contraband is one of the most important areas of jail security. As a broad definition, contraband can be defined as "anything in the possession of an inmate that is contrary to the rules and regulations of the institution."

IF YOU DON'T NEED IT, DON'T BRING IT IN!!!

To define more specifically: No person shall introduce any of the following into the facility:

1. Any intoxicating beverage
2. Any prescription or non-prescription drug(s)
3. Any instrument that may be used as an aid in attempting an escape.
4. Any firearm or instrument customarily used as, or intended to be a weapon.
5. Any other article, instrument, or substances specifically prohibited by the jail
6. Do not give any literature, Bibles, New Testaments, or tracks to the inmates unless cleared in advance by the Program Office
7. Generally, anything not distributed by the jail staff is considered contraband

The best rule of thumb is to NOT bring anything with you into the jail and give NOTHING to any inmate without first getting approval from the jail staff.

PROCEDURE TO ENTER THE JAIL AND CONDUCT DURING THE VISIT

1. When you arrive at the jail for your visit – contact the jail on the telephone phone in the foyer area to gain access to the lobby door if it is locked.

2. Use the direct line phone by Door #8, state your name and why you are here. For security reasons the jail staff may request you to look into the camera to see your face and check to make sure you are on the Professional/Volunteer Visitor list. Only those who have had a background check run will be on the list.
3. Since we cannot assume responsibility for personal items, we prefer all purses, briefcases, etc., be left in your car. The jail does not provide any type of lockable storage for your personal items.
4. Sign in on the Professional Visitor Log (Door #8); put your name, the date and time, and what agency you are with.
5. Once you have entered the jail, you will be escorted by jail staff to the appropriate room. In the room there is an intercom button on the wall by the door to connect you with the jail staff. Please keep all communication limited to essentials.

Always inform jail staff when any of the following occur:

- a. Inmate requests to leave the meeting early
 - b. When you are ready for the inmates, or for when your meeting is done
 - c. Emergencies
6. Inmates must be seated in a manner that restricts physical contact with inmates of the opposite sex. Failure to comply with this policy will bring about further restrictions such as gender specific meetings or even visit termination.
 7. When you have finished your visit, have inmates straighten the room before they leave
 8. Stay with the inmate(s) in the room until jail staff comes to escort you out of the facility.
 9. Please notify staff of any inappropriate behavior on the part of any inmate during your visit.
 10. Make sure you are leaving with everything you came with by looking around the room so that nothing is accidentally left in the room you met in.
 11. Sign out on the Professional Visitor Log on your way out.

EMERGENCY PROCEDURES

In case of an emergency, Professional/Volunteer Visitors should contact the jail office via the intercom button or the nearest correctional officer.

MATERIALS

When it necessary to bring in materials, you should contact the jail staff to determine if they are permissible in the jail. Outside pens or pencils will not be allowed for use by the inmates. Absolutely NO Bags, Purses, or Brief Cases are allowed in rooms where direct contact with inmates is possible.

PROMPTNESS

Please report as scheduled, and leave within the allotted time. The jail operates on tight security and one of this facility's needs is to be able to count on Professional Visitors not to cause disruption of normal schedules.

CANCELLATION

If you need to cancel a visit, please notify the jail as early as possible. The jail office's number is (715) 634-9120, to notify the staff on duty.

SUMMARY

Ensuring the safety and security of the Sawyer County Jail is no part-time venture. The men and women that make up this jail's uniformed staff must be in total control of the facility's operation. It needs to be stressed to each and every one of you how important it is to maintain a good working relationship with the correctional staff.

The staff and administration of the Sawyer County Jail will make every effort to ensure the safety of our Professional Visitors; Professional Visitors should be aware of the nature of this institution, and take due caution in performance of their duties.