



# RACINE COUNTY SHERIFF'S OFFICE

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Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

## ACKNOWLEDGEMENT OF RACINE COUNTY JAIL/COURT'S RULES OF CONDUCT FOR PROFESSIONAL VISITORS

### DEFINITION:

**Professional Visitors:** All visitors that use the Main Street entrance/exit or have contact with in custody inmates through Courts which includes but not limited to attorneys, probation officers, volunteers, vendors, etc.

### **State Statute 946.73: Penalty for violating laws governing state or county institutions.**

Whoever violates any state law or any lawful rule made pursuant to state law governing state fair park or any state or county charitable, curative, reformatory, or penal institution while within the same or the grounds thereof is guilty of a Class C misdemeanor.

**Staff:** All correctional officers and all deputies.

### GENERAL:

All rules governing conduct in the jail which extends to the court rooms, shall apply to all Professional Visitors. These rules were put in place with the safety and security of the facility and all the people in the facility in mind. We thank you for your cooperation in complying with these important and necessary security procedures.

Violations of these rules may result in removal from the jail temporarily or permanently and/or charges may be submitted to the District Attorneys Office for prosecution.

### SPECIFICS:

1. Professional Visitors shall immediately report any violation of the Rules of Conduct to the Staff.
2. Each Professional Visitor is expected to be mentally alert, personally neat, and shall render his/her services on an impartial basis, except attorneys who would be partial to their client. Conduct shall be consistent with the security and operation of the jail and courts.
3. If you are not feeling good or have a cold, please do not come in. Delay your visit until you are feeling better or your cold has passed.

Revised: March 2014

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4. Only one Professional Visitor allowed in the metal detector room, at the Main Street entrance/exit at a time.
5. NO Professional Visitor shall solicit, or accept, a gift from an inmate or any person acting on behalf of an inmate.
6. Professional Visitors shall not use physical force, except to defend herself/himself.
7. No Professional Visitor shall report for service after consuming, or while under the influence of alcohol and/or drugs.
8. Professional Visitors may be subject to a body search and the inspection of personal property.
9. Professional Visitors are expected to follow jail and court Staff directives and respond in a respectful manner.
10. Professional Visitors shall comply with the facility safety regulations. Any injury sustained in the jail or court shall be reported to the Staff at the time of the injury or as soon as possible thereafter.
11. Professional Visitors are encouraged to communicate with Staff. Please feel free to discuss any concerns or ask questions, as needed.
12. Professional Visitors may not bring in or take ANYTHING from an inmate to take in, take out, or to be moved throughout the facility of the facility. This includes, but not limited to mail, cell phones, food, drinks, cigarettes, lighters, matches, weapons, etc. Any item that you want the inmate to have or any item that the inmate wants to give you, must go through the Staff first.
13. Stay with the inmate(s) until Staff takes the inmate(s) from you.
14. Please notify staff of any inappropriate behavior on the part of any inmate during your visit.
15. Make sure you are leaving with everything you came with.
16. It is the Professional Visitor's responsibility to inform the Jail Administrator or designee if she/he has a new criminal charge(s) filed against him/her. Service to the jail would be suspended during the court proceedings.
17. Professional Visitors are not authorized to have contact visits with their family members, friends, or neighbors.
18. Professional Visitors in the Racine County Jail will be issued an ID card when entering the facility. The ID card must be worn and visible at all times. All ID cards will be returned to the Main Street entrance/exit when leaving the facility.
19. The Racine County Jail reserves the right, at all times and without prior notification, to refuse the admittance of any Professional Visitor. All Professional Visitors should understand a violation of any

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rule might cause your service to the jail to be curtailed, postponed, or discontinued, and/or charges may be submitted to the District Attorneys Office for possible prosecution.

## INMATE CONTACT

There shall be no hugging between inmates and Professional Visitors. Professional Visitors and inmates may shake hands, and that is all the physical contact that is allowed.

## DRESS CODE

All Professional 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. Footwear must be worn, no flip flops

All coats, jackets, hats, scarves, and other personal items not allowed in the jail, are to be stored in the lockers by the Main Street entrance.

## 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 of the institution."

**IF YOU DON'T NEED IT, DON'T BRING IT IN!!! ONLY BRING IN WHAT YOU NEED.** Unless you have permission, items like portfolio folders, binders, cell phones, purses, food items, are not necessary.

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 or court.
6. Do not give any literature, Bibles, or New Testaments to the inmates unless cleared in advance by the Chaplain's 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 that is not needed, and give NOTHING to any inmate without first getting approval from the Staff.



# EMERGENCY PROCEDURES

In case of an emergency, Professional Visitors should push a red emergency button, an intercom button or notify the nearest Staff member.

## MATERIALS

When it is necessary to bring in materials, you should contact the jail staff to determine if they are permissible in the jail. Outside ink pens will be allowed for use by the inmates only under the supervision of the Professional Visitor. Ensure you leave with the same pens you entered with.

Attorneys sometimes need to bring in a laptop to the jail for an inmate to review video(s) of their case. The attorney needs to drop off or fax (262.636.3470) a letter to the Jail Administration, with at least one business day notice, for approval. The letter should be on business letterhead and include the following: when they plan on visiting, with whom they plan on visiting, the purpose of the laptop, and a contact number in case it will not be approved. The letter will only be approved for the specific date and time indicated in the letter.

Attorneys sometimes need to have an interpreter, or an investigator, or a doctor, etc come visit their client. The attorney needs to drop off or fax (262.636.3470) a letter to the Jail Administration, with at least one business day notice, for approval. The letter should be on business letterhead and include the following: the name of the person that will be visiting, their profession, when they plan on visiting, with whom they plan on visiting, the purpose of the visit, and a contact number in case it will not be approved. The letter will only be approved for the specific date and time indicated in the letter.

## PROMPTNESS

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. Plan your visits according to the posted times.

8 am – 11 am  
1 pm – 4:30 pm  
6 pm – 9 pm

You will need to be **out of the facility** by the posted time, unless by permission of a supervisor. All times are subject to change do to emergencies.

## SUMMARY

Ensuring the safety and security of the Racine County Jail and Courts is a full-time venture. The Sheriff, the men, and the women that make up the Jail's and the Court'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 Staff.

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The Staff and Administration of the Racine County Jail and Courts 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 the performance of their duties.

## **ACKNOWLEDGEMENT**

I have received a copy of the Racine County Jail/Court's Rules of Conduct for Professional Visitors, which are printed above. I have read and understood its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand. I understand it is my responsibility to comply with all the Jail rules and failure to comply with the Jail rules might cause my admittance to the Racine County Jail to be curtailed, postponed, or discontinued, and/or charges may be submitted to the District Attorneys Office for possible prosecution.

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Print Full Name

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Your Signature

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Date

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Organization/Company You Represent