



Buffalo County Jail  
407 S 2nd St.  
Alma, WI 54610  
608-685-4433  
[www.buffalocounty.com](http://www.buffalocounty.com)

### LINKS FOR FURTHER INFORMATION

To search, learn about charges, next court actions and other case information, visit the Wisconsin Circuit Court website:  
<http://www.wcca.wicourts.gov>

To view an overall Legal System Flowchart, see:  
<http://www.bjs.gov/content/largechart.cfm>

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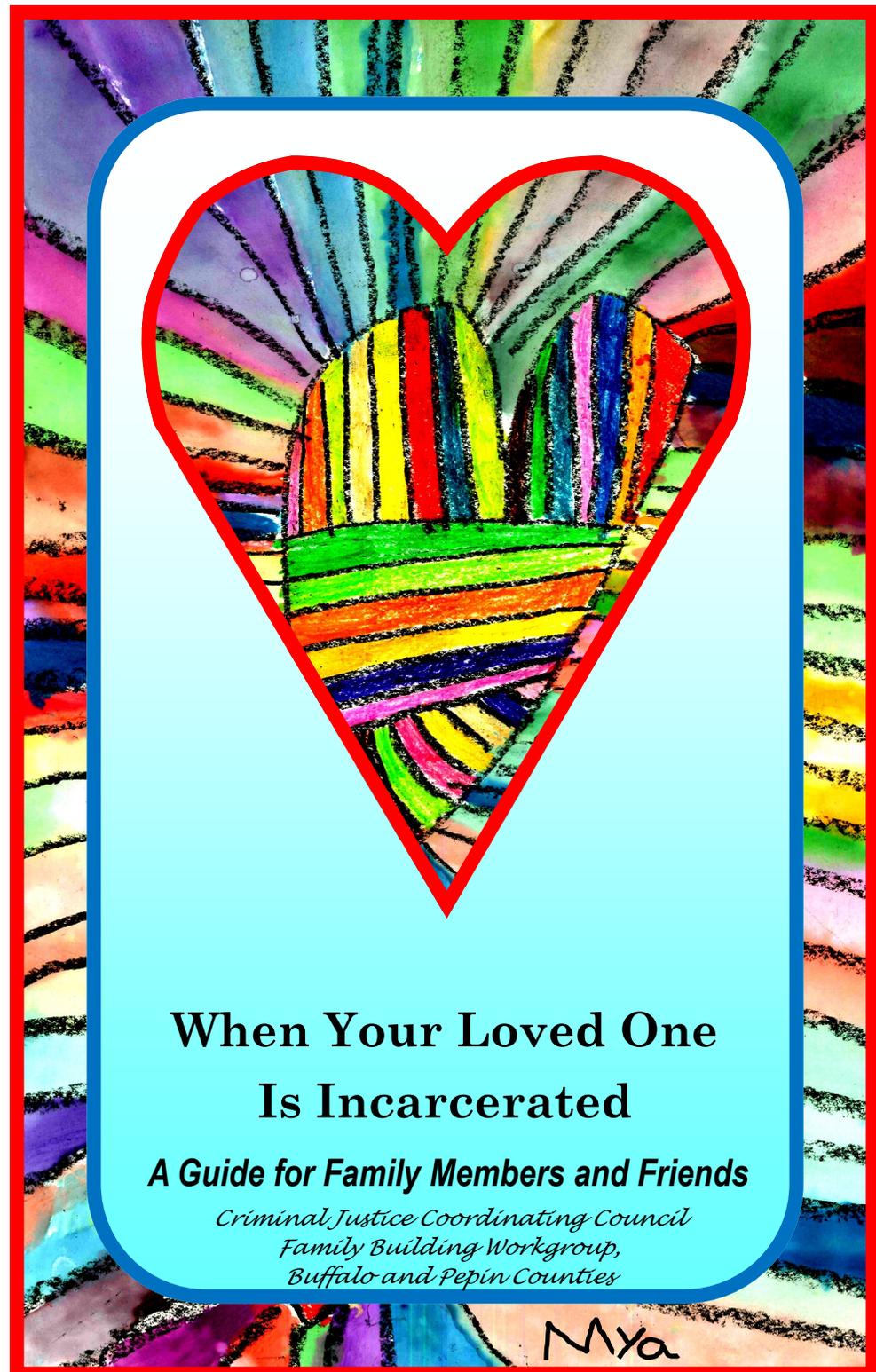
The Criminal Justice Coordinating Council's (CJCC) *Family Building Workgroup* has a variety of resources available to support you, your family and your loved one during this time and after he or she is released. Making use of the resources can be very helpful for you and your family. We hope this guide will make it a bit easier as you, your family and your loved one navigate this challenging time.

For confidential, free resources on family strengthening and support, contact:

Mary Wood, UW-Extension Family Living Agent  
[mary.wood@ces.uwex.edu](mailto:mary.wood@ces.uwex.edu)  
608-685-6252 or 715-672-5214  
711 for Wisconsin Relay



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## **THIS IS A DIFFICULT TIME FOR FAMILY AND FRIENDS**

For family members and friends who are left behind to deal with things when a loved one is taken into custody and held in jail, it can feel very stressful.



You might be handling a loss of income along with extra financial burdens of court expenses, fines and legal costs, and travel for jail visits. You may also be asked to deposit money into the jail commissary account. Oftentimes, daily routines and schedules are upset, which may result in lost days at work or school. There are more needs for help with everyday tasks, running errands or caring for children.

Children need extra attention, time and care as they adjust to their parent, stepparent or adult family member being in jail and absent from their family.



Any of these demands can cause strained relationships and it is common for family members and friends to have a mix of strong feelings and opinions about the events leading up to arrest and correctional system involvement.

Our goal is to support you so that you have more tools to keep yourself as healthy and strong as possible during and after the time that your loved one is in jail. We invite you to use the helpful resources that are available through the contact information on the back of this book.

## **RELEASE PRIVILEGES**

When your loved one is sentenced to a jail term, the privilege of Work Release may be granted by the Court.

Work Release only allows travel directly to and from work. It does not allow a stop at home, the store, a meeting place or anywhere else.

Release for medical appointments, counseling, treatment, homemaking services, child care, education or other purposes are only allowed if permitted in the court documents and must be followed exactly. Your loved one may ask the court to permit such release, but its not available until his or her sentence permits these types of release.

## **HEALTH CARE**

- The jail shall provide necessary medical treatment and emergency dental care for inmates while incarcerated.
- Medications are distributed by jail staff under the supervision of a doctor and nurse.
- No medications or treatments will be administered unless they are prescribed by a physician.
- Inmates are encouraged to bring their own prescription medications and medical equipment to the jail.
- Inmates are served nutritionally balanced meals. An inmate shall be provided with a special diet only if ordered by a physician.
- Inmates are responsible for payment of medical costs they incur while incarcerated. However, they will not be denied medical care based on inability to pay.

## PERSONAL PROPERTY

- The only items accepted into the jail are medications and medical equipment prescribed by a doctor.
- Personal items such as books, magazines, puzzles, games, etc. are generally not permitted.
- Property may be released from the inmate to a family or friend, after signing a property release form.

## COMMISSARY PROGRAM

- Commissary Service is available to inmates for obtaining basic personal items. This service will be explained to the inmate upon arrival to the jail.
- Commissary items include: clothing, hygiene items, snack foods, beverages, stationary, Debit Time (phone) minutes, and mail kits.

## DEPOSITING FUNDS

- There are two forms of depositing funds that will be accepted by the jail . They are:
  - ⇒ a kiosk in the hallway outside of the jail that accepts cash or credit/debit card, or
  - ⇒ electronic deposit at: [www.jailatm.com](http://www.jailatm.com)

### Please Note:

- If an inmate has a pre-existing debt, one half (1/2) of the deposited amount will be applied toward that debt and the remaining half will be available to the inmate.
- A transaction/processing fee will be assessed of 10% for credit/debit deposits; \$2.00 flat fee for cash deposits.

## STAYING CONNECTED AND PROVIDING POSITIVE, HEALTHY SUPPORT IS IMPORTANT!

Research tells us that continuous, healthy support from family members and friends is one of the most important keys for an inmate to successfully return to and stay in his or her family and community.

Those in jail do much better in many ways, over the short and long term, when they can maintain and strengthen important relationships with their children, partners, parents, other family members and friends

This healthy connection and contact is shown to lessen the harmful effects on children and lower the chances of returning to jail, as well as increase chances of a more healthy, happy and stable family life, and keeping steady employment. All good!



When writing, calling or visiting your loved one in jail, please keep in mind that they likely feel many of the same feelings as you. Families have found it helpful to have some new communication tools for navigating difficult conversations in ways that turn out well.



## STAYING CONNECTED BY MAIL

- Incoming and outgoing mail will be screened by staff.
- Incoming legal mail will be screened in the presence of the inmate.
- The mail you send *must* have a complete return address including your full name, clearly written.
- Note: A limited number of photos are allowed. Photos can help inmates feel in touch with their family members. *However, no nudity, sexual content or pornographic images are allowed.*



Address mail to:

Buffalo County Jail  
**Your loved one's name**  
407 S 2nd Street  
Alma, WI 54610

## STAYING CONNECTED BY PHONE

- Telephone services are through *Securus*.
- Only outgoing phone calls from the jail are permitted.
- Phone calls may be monitored and/or recorded.
- Phone calls can be made by inmates via calling collect or by using Debit Time.
- Jail staff will not take personal incoming messages for the inmate unless there is a verifiable emergency.



## STAYING CONNECTED BY VISITS

- Regular jail visiting hours are:

**Thursdays 7:00-9:00 PM**

**and**

**Sundays 1:00-3:00 PM**



- Specially scheduled visits with minor children are possible; inmates must make a written request to the Jail Lieutenant.
- Only immediate family (parents, spouse, children, grandparents, siblings) over the age of 18 are allowed during regular visiting times. At these times, child care will not be available, so do not bring minor children along.
- Inmates must request in writing to the Jail Lieutenant for approval for any other visitor who is not immediate family. Through this process, up to 4 more visitors may be allowed.
- Visiting times are limited to 20 minutes per visit, which may be changed subject to the jailer's discretion.
- All visitors must present a photo ID each time that they visit.
- Visitors who are unruly, or under the influence of drugs or alcohol will be denied a visit.
- All visitors must be appropriately clothed at all times; provocative dress will not be allowed.
- Clergy are welcome and encouraged to visit, but must also be approved and scheduled by the Jail Lieutenant prior to visiting, due to security and time constraints within the Jail.