

# **GREEN LAKE COUNTY CORRECTIONAL FACILITY**

## **INMATE CHECK-IN PACKET**



### **INTRODUCTION**

You will be required to set up your jail time promptly after your sentencing hearing. Once a date has been assigned, you will be required to report on that day (report dates cannot be canceled/rescheduled). Failure to report to jail is a criminal offense and may result in additional jail time if charged and convicted.

On your report date, please report on time to the Green Lake County Correctional Facility lobby. If you have a vehicle, park it in the lot near the Facility entrance. You will be drug and alcohol tested upon arrival.

This packet will give you detailed information on what you will need to report with, and what will be expected of you while you are here. If you have any questions that this packet cannot answer, please call the Green Lake County Correctional Facility at 920-294-4059.

## CHECK-IN CHECK LIST

Please make sure you have the following items with you when you report on your check-in date.

- A list of addresses/phone numbers of people you may wish to call
- A list of family/friends full names, address, and date of birth for your visitor list (maximum of 5 adult visitors)
- Money for an admissions/hygiene kit (See attached fee schedule)
- Additional money for commissary you may wish to order
- Bring any prescription medications that you will need to take

## CHECK-IN INFORMATION

### **What to bring with you when you check in:**

In addition to the required items, you may bring prescribed medications, dentures and denture case, prescription glasses and/or contact lenses and case (no solutions), non-Polaroid photos (limit is six unless you purchase a photo album from commissary), a list of addresses and phone numbers of family/friends, and additional money for commissary.

### **What not to bring with you when you check in:**

Do not bring any cigarettes, lighting materials, or non-prescription medications as these are considered contraband and will be disposed of. Do not bring any cell phones or other electronic devices, these will be placed in a property bag and will not returned until your release date. Do not bring tools of any kind (ie: screwdriver, box cutter, nail clippers, multipliers), knives, or any other type of weapon; these items will NOT be accepted into the jail.

Do not bring any hygiene items as they will not be accepted. You will be issued an admissions kit that contains soap, shampoo, toothpaste, a toothbrush, comb, and deodorant. This will get you by until you are able to order necessary hygiene items from commissary.

### **What you will be issued:**

Upon entering the jail you will be issued 1 uniform top/bottom, 1 pair of jail sandals, 4 pairs of underwear, 4 t-shirts, 4 pairs of socks, 2 bras (if female), 1 fitted sheet, 1 flat sheet, 1 blanket, 1 washcloth, 1 towel, and an admissions kit. No personal clothing items will be allowed to enter the secure part of the facility.