

Scott Walker  
Governor

Edward F. Wall  
Secretary



Office of Detention Facilities  
3099 E. Washington Ave.  
PO Box 7925  
Madison, WI 53707-7925  
Telephone (608) 240-5050  
Fax (608) 240-3305

## State of Wisconsin Department of Corrections

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July 31, 2014

Sheriff Steve Michek  
Iowa County Sheriff's Department  
1205 N. Bequette Street  
Dodgeville, WI 53533

**Re: 2014 Annual Jail Inspection**

Dear Sheriff Michek:

Pursuant to Wisconsin Statute §301.37(3), an inspection of the Iowa County Jail was conducted on June 18<sup>th</sup>, 2014. The inspection compared the facility to the Department of Corrections Administrative Code Chapter DOC 350, applicable State Statutes, and best correctional practices. The process included a review of records, dialogue with staff and inmates, and a walkthrough of the building to assess the safety, sanitation, adequacy, and fitness of the facility. This correspondence will summarize the findings of the inspection.

### SUMMARY OF FACILITY

The Iowa County Jail was originally constructed in 1960 and was subsequently remodeled in 1990. The building consists of six (6) podular remote housing units and a linear designed Huber section. The facility has a maximum rated capacity of 43 adult detainees and is not approved to hold juveniles. On the date of the inspection there were 28 inmates being held at the facility.

### INMATE RESOURCES

- **EDUCATION** – Historically, GED/HSED instruction has been provided on a weekly basis.
- **SUPPORT GROUPS** – Alcoholics and Narcotics Anonymous are at the facility once a week.
- **LIFE SKILLS PROGRAMMING** – An employability skills course is occasionally offered.
- **RELIGIOUS SERVICES** – A non-denominational chaplain is at the facility twice a week (for Bible study and individual consultations).

- **VISITATION** – Inmates are generally allowed three 15-minute visits each week and they are conducted through a non-contact booth.
- **COMMISSARY** – Canteen is provided by Stellar Services and inmates are allowed to order once a week.
- **RECREATION** – There are no recreational opportunities outside of the dayrooms and multi-purpose room.
- **READING MATERIALS** – Inmates have access to reading materials on a weekly basis.

**SUMMARY OF CHANGES**

*The following is a list of operational/physical plant changes made since last year’s inspection:*

- The jail’s medical and mental health provider changed to Advanced Correctional Healthcare (ACH).
- Installation of a new fire alarm panel.

**SUMMARY OF INITIATIVES**

*The following is a list of goals for the upcoming year:*

- Implement Lexipol for jail policies/procedures.
- Assess the potential installation of the pipe system for inmate wellness checks.
- Assess the potential installation of an electronic law library.
- Replace the light control panel.

**STAFF TRAINING**

*A review of records for this inspection period revealed the following staff training initiatives:*

- TIME, TASER, stun belt, edged weapons, medical (including medications), mental health/suicide prevention, professional communications, dispatch, MABAS, PREA, and intoximeter.

**SUMMARY OF INSPECTION**

I met with Iowa County administrative, security, and healthcare staff to conduct the annual inspection. The site visit included a review of records, dialogue with staff and inmates, and a walkthrough of the detention areas. The attached checklist details my findings as they relate to the Department of Corrections Administrative Code Chapter DOC 350 and applicable State Statutes.

In summary, the overall appearance of the facility was in satisfactory condition. There were no apparent signs of graffiti or property defacing. A spot check of housing unit conditions and mechanical devices revealed no deficiencies. As documented in previous inspections, some of the housing unit showers continue to show signs of deterioration (in particular the Huber shower).

Detainee feedback regarding the conditions of confinement and staff supervision was generally positive (there were no repetitive complaints). My observations during the inspection revealed cordial and professional interactions between staff and inmates. The observations and feedback are noteworthy given there are considerable operational challenges due to the facility's age and layout. The following details some of those shortfalls:

- ☑ Kitchen: There is very little space for food preparation, requiring inmate meals to be prepared offsite.
- ☑ Receiving Cells: The facility only has two receiving cells which are used for multiple purposes (e.g. initial booking, suicide watches, medical observation, discipline, administrative confinement, etc.). The lack of special needs cells limits administration's ability to appropriately segregate and supervise certain inmates.
- ☑ Medical: There is no designated space for a health services unit. In the event the nurse/physician needs to see an inmate, the consult takes place either in the booking area or interview room. This arrangement can have an impact on the quality and continuity of care, as well as the ability to maintain confidentiality. Likewise, healthcare staff are reduced to completing paperwork and medication management in an already congested control room.
- ☑ Recreation Space: There are no recreational opportunities outside of the housing unit dayrooms or multipurpose room.
- ☑ Storage\Inmate Property Space: This is an ongoing concern, as property is stored in every available area within the jail.

In light of these challenges, jail administration and staff are to be commended for the positive feedback and inmate climate.

## VIOLATIONS

Last year's inspection noted one violation (specific to inmates sleeping on the dayroom floors). This year's inspection process documented the following violations:

- ☑ **Wisconsin Statute §302.36** requires jails to have an objective classification system in order to determine inmate housing assignments. **Administrative Code DOC 350.07(3)** states inmates who are housed in the same cell shall have the same security classification. During the inspection, inmate files were pulled from the current roster (to verify compliance with the aforementioned standards) and the majority of detainees had not yet been properly classified. While a classification instrument and policy exist at the jail, not all of the inmates are being classified in a timely manner.
- ☑ **Administrative Code DOC 350.07(6)** states receiving cells may not be used for double occupancy. When questioned, staff acknowledged placing more than one inmate in a receiving cell. It should be noted this was a documented violation in the 2012 inspection report as well.
- ☑ **Administrative Code DOC 350.07(9)** states that if a jail uses cells for double occupancy in a housing unit, the dayrooms in that housing unit may not be used for sleeping purposes. During this inspection period, there were occasions in which the daily inmate population exceeded the approved maximum operating capacity of the jail (resulting in inmates sleeping on the dayroom floors).

- ☑ **Administrative Code DOC 350.12(5)** requires a monthly inspection of the jail's doors and locks. A review of records revealed noncompliance (with missing inspections for the months of February, March, and April).
- ☑ **Wisconsin Statute §302.388** requires jails, houses of corrections, and prisons to provide health care information when an inmate transfers from one facility to another. It was reported that the jail nurse completes most of the health transfer summary forms (unless not onsite, in which case a correctional officer fills out the form). Of noted concern, is that subsequent to when an officer completes the form, the nurse is not always reviewing and co-signing the forms in a timely manner (please reference the back of the form for detailed instructions). As noted in previous inspections, administration is encouraged to develop a formal policy regarding the expected use and completion of these required forms.
- ☑ **Administrative Code DOC 350.12(1)** requires jail staff to physically observe each inmate at frequent and irregular intervals to ensure they are in custody and are safe. Inmates who have been identified as having a mental health issue shall be physically observed at more frequent intervals. Consistent with best correctional practices, jail policies #1.06 and #14.09 require staff to conduct physical wellness checks of at least once every 15 minutes for most suicide watches.

A spot check of suicide watch records revealed noncompliance. Each of the records reviewed contained multiple wellness checks that exceeded appropriate timeframes. Additionally, a significant number of wellness checks were conducted at exact intervals (e.g. 7:00, 7:15, 7:30, 7:45, etc.). It is critical that supervisory staff review the logs on a routine basis to ensure policy and code compliance. This is the 4<sup>th</sup> consecutive inspection documenting a concern with wellness checks.

### MISCELLANEOUS

*The following concerns were also noted during this inspection process:*

- ☑ **Suicide Watches** – Per jail policy #14.09, only a mental health professional or the medical director is allowed to terminate a suicide watch. Of noted concern, is that two of the reports reviewed during the inspection process indicated the inmate did not receive a face-to-face assessment by a mental health professional prior to being removed from the suicide watch (rather, a telephone interview was conducted). In one of the situations, jail staff ended up having to ask the inmate the applicable assessment questions. Not only is this contrary to best correctional practices, but it places the jail staff in the precarious position of being directly involved in the assessment process.
- ☑ **Property Bags** – Contrary to best correctional practices, the inmate property storage bags are not always being sanitized before reuse.

### APPROVAL

The Iowa County Jail is approved to hold adult detainees with a rated capacity of 43. This approval is contingent upon correction of the noted violations and the continued compliance with Chapter DOC 350 and applicable State Statutes. I would like to thank your staff for their assistance and cooperation during my visit. Please do not hesitate to contact my office should you have any questions regarding the CY14 inspection.

Professionally,



Nathan White, Inspector

**DEPARTMENT OF CORRECTIONS**

Cc: John Meyers, County Board Chair  
Philip Mrozinski, Justice Committee Chair  
Curt Kephart, County Administrator  
Bryan Bilse, Chief Deputy  
Julie Buier, Health Services  
Kristi Dietz, ODF  
File



**INMATE CLASSIFICATION AND HOUSING**

**DOC 350.07 Double ceiling.** A jail may use cells for double occupancy if all of the following conditions are met:

**DOC 350.07 (1)(a) In jails that are constructed or substantially remodeled on or after March 1, 1990, to be used for double occupancy, a cell shall have a floor area of at least 70 square feet.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.07(1)(b) In jails that were constructed before March 1, 1990, and have not been substantially remodeled on or after March 1, 1990, to be used for double occupancy, a cell shall have a floor area of at least 54 square feet.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**The Iowa County Jail was originally constructed in 1960 and was subsequently remodeled in 1990.**

**DOC 350.07(2) The county board and sheriff shall determine jointly the adequate staffing needs, including support staff and services, that are required to ensure the health, safety and security of the jail staff and inmates when using cells for double occupancy. The county board and sheriff shall reduce any joint determinations to writing, signed by representatives of the county board and sheriff, and shall file the written joint determination with the department. The written joint determination shall remain in effect until rescinded or amended by mutual written agreement of the county board and sheriff. Unless there is adequate staff as agreed upon by the county board and sheriff, double ceiling may not occur.**

- ◆ A written agreement between the County Board and the Sheriff contains the following elements:
- ◆ That the County Board and Sheriff agree to the stated staffing levels
- ◆ The staffing levels include security staff, health care staff, support and service staff, and administrative staff
- ◆ The staffing pattern is detailed in the written agreement
- ◆ The agreement is signed by representatives of the County Board and the Sheriff
- ◆ The signed written agreement is on file with the Department of Corrections

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**The most recent agreement was signed on 7/30/10.**

**DOC 350.07(3), 302.36 Classification of prisoners.** The sheriff, jailer, or keeper of a jail shall establish a prisoner classification system to determine prisoner housing assignments, how to supervise and provide services and programs to a prisoner, and what services and programs to provide a prisoner. The prisoner classification system shall be based on objective criteria, including a prisoner's criminal offense record and gender, information relating to the current offense for which the prisoner is in jail, the prisoner's history of behavior in jail, the prisoner's medical and mental health condition, and any other factor the sheriff, jailer, or keeper of a jail considers necessary to provide for the protection of prisoners, staff, and the general public.

- ◆ The jail has implemented an objective classification system based on point additive formula or decision tree forced choice or similar formalized mechanism for housing determination.
- ◆ A written policy is provided to all correctional staff detailing classification process.
- ◆ Policy clearly identifies personnel authorized to classify inmate housing assignments.
- ◆ Personnel assigned to complete inmate classification assignment receive formal training.
- ◆ A secondary review process is in place by supervising personnel to review re-classification or appeals.
- ◆ Sufficient housing exists to meet classification guidelines for male and female inmates
- ◆ Inmates housed in the same cell shall have the same security classification and be properly segregated as required under s. 302.36, Stats.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #10.01 addresses this provision. The jail utilizes a point-additive system for an objective classification instrument. A spot check of records revealed noncompliance. Inmate files were pulled from the current roster and the majority of detainees had not yet been properly classified.**

**It should be noted given the lack of housing options within the facility, there are occasional issues with the proper segregation of inmates (especially females).**

**DOC 350.07(4) Except in an emergency, inmates shall be allowed out of their cells a minimum of 14 hours per day.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.07(5) At any given time, at least one cell or 15 % of a jail's total number of cells used for male prisoners, excluding receiving cells and holding rooms, whichever is greater and, at least one cell or 15 % of a jail's total number of cells used for female prisoners, excluding receiving cells and holding rooms, whichever is greater, may not be used for double occupancy.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.07(6) Receiving cells may not be used for double occupancy.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**When questioned, staff acknowledged placing more than one inmate in a receiving cell. This was a noted violation in the 2012 inspection as well.**

**DOC 350.07(7) When inmates are locked in their cells, jail staff shall physically observe each inmate in all areas of the jail containing double occupancy cells at least once every 60 minutes at irregular intervals.**

◆ Legible documentation of each check is made and retained

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

- ◆ Officers physically observe each inmate in all areas of the jail, at irregular intervals, at least once every 60 minutes
- ◆ Officers observe the condition of each inmate during checks

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #1.06 addresses this provision. A spot check of records verified compliance. It was reported the Jail Sergeant conducts weekly checks of the logs. Inmates also reported seeing staff at least once an hour when questioned.**

**DOC 350.07(8) Each cell used for double occupancy shall have a dayroom in its immediate vicinity that is accessible to inmates. The dayroom shall have detention strength tables and seating for the number of occupants of the cells that have access to the dayroom.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.07(9) If a jail uses cells for double occupancy in a housing unit, the dayrooms in that housing unit may not be used for sleeping purpose.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**A review of population records revealed there were occasions during this inspection period in which the jail exceeded its maximum rated capacity (resulting in inmates sleeping on the dayroom floors).**



# SAFETY AND SECURITY PRACTICES

## DOC 350.10 Fire safety

DOC 350.10(1) Each jail shall have and shall properly maintain fire alarms, smoke and thermal detectors, fire extinguishers, fire attack equipment and self-contained breathing apparatuses which operate for at least 30 minutes. This equipment shall be placed in the jail in accordance with the advice of the local fire department.

- ◆ Fire extinguishers are properly maintained, with recorded time-dated inspection.
- ◆ Fire extinguishers are properly placed, secured, and easily accessible to staff.
- ◆ A fire extinguisher suitable for grease fires is provided in the kitchen.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Fire extinguishers and SCBA's were observed throughout the facility (including an extinguisher in the kitchen area). A spot check of fire extinguisher tags revealed they are being serviced regularly.**

DOC 350.10(2) Each jail shall develop written policies on fire protection, evacuation, including evacuation of persons with disabilities, and training of staff in equipment use and evacuation. The policies shall comply with local fire department recommendations.

- ◆ Jail staff can demonstrate proficiency in the use of fire attack and protection equipment.
- ◆ Jail staff can articulate or demonstrate the evacuation routes and policies of the jail.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #6.03 addresses this provision. Per policy, there shall be one in-service training per year for review of fire emergency procedures as well as the operation of all the equipment used in a fire emergency.**

DOC 350.10(3) The evacuation route developed as part of the evacuation policy under shall be posted in a conspicuous place for jail staff in the jail.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #6.03 addresses this provision. A map of the evacuation route is available to staff in master control.**

DOC 350.10(4) The sheriff shall arrange for a fire inspection by the local fire department at least once every 6 months. Documentation of fire inspections shall be included in facility files.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #6.03 addresses this provision. A review of facility records revealed compliance with inspections completed on 6/24/13 and 12/30/13.**

**I also received internal weekly/monthly air pack inspection documentation and sprinkler/fire alarm inspection reports by Simplex Grinnell.**

**DOC 350.12 Security**

**DOC 350.12(1) Jail staff shall conduct physical inspections of each inmate in all areas of the jail occupied by inmates at frequent and irregular intervals, during the day or night, to ensure that inmates are in custody and are safe. Inmates who have been identified by jail staff as having a special medical or mental health problem shall be physically observed at more frequent intervals. Each inspection shall be documented.**

- ◆ All inmates are physically observed during each physical inspection.
- ◆ Closed Circuit Television (CCTV) monitoring and other non-direct forms of observation are utilized only to supplement physical inspections.
- ◆ Physical inspections take place at irregular intervals at least once every 60 minutes.
- ◆ Physical inspections of inmates who have special medical or mental health problems take place more frequently, or at least every 15 minutes.
- ◆ In housing units of multiple cells, officers are encouraged to complete physical inspections from within the housing unit.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #1.06 addresses this provision. A spot check of records revealed general compliance. It was reported the Jail Sergeant conducts weekly checks of the logs. Inmates also reported seeing staff at least once an hour when questioned.**

**Please reference DOC 350.19(5) for comments related to security checks of inmates on suicide watches.**

**DOC 350.12(2) There shall be at least 3 complete sets of jail and fire escape keys, one set in use, one set stored in a safe place which is accessible only to jail personnel for use in an emergency and one set stored in a secure place outside the jail.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #1.01 addresses key use and storage.**

**DOC 350.12(3) All jail personnel shall be given instructions concerning the use and storage of jail and fire escape keys and shall be held strictly accountable for keys assigned to them.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Staff become familiar with key use and storage during orientation and jail training.**

**DOC 350.12(4) All jail personnel shall be familiar with the locking system of the jail and shall be able to release inmates promptly in the event of a fire or other emergency.**

- ◆ The jail staff demonstrate a proficiency in operating all locks, doors, and releases.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Both the electronic and manual opening of doors was observed.**

**DOC 350.12(5) The sheriff shall ensure that monthly inspections are made to determine if cell and fire escape locks and doors are in good working order. Each inspection shall be recorded in the jail log.**

- ◆ All locks, doors, and emergency releases are in good working order.
- ◆ The remote security controls of doors and locks are all operable.
- ◆ All malfunctioning doors, locks, and releases are repaired in a timely manner.
- ◆ Each monthly inspection is documented and available for review.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policies #1.02 and #6.03 address this provision. A review of records revealed noncompliance (with missing inspections for the months of February, March, and April).**

**Safety and Security - adherence to a security plan that includes -**

- ◆ Specified limits on the activities of non-security staff.
- ◆ Volunteers and other community members who service the jail are provided a security orientation and are made aware of the operational policies and procedures that affect their activities.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #8.05(III)(B) addresses volunteers coming into the facility.**

- ◆ Portable communications and alarm systems are in good working condition.
- ◆ Intercom and emergency notification devices are in good working order.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**It was reported and observed that radios and intercoms are working properly.**

- ◆ Accepted correctional practices are adhered to regarding the presence and securing of firearms, sharps, and other items that may be used as weapons in the facility.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #9.01 addresses this provision. Secure gun lockers are at the entrances to the facility.**

- ◆ Periodic housing unit searches are completed and the results documented.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #1.04 addresses this provision. It was reported various searches are completed at least monthly and all are documented on a standard form (cell search logs and checklists were observed).**

**DOC 350.14 USE OF FORCE – (See code for specific language.)**

- (1) Staff may use only the amount of force reasonably necessary to achieve the objective for which force is used. Corporal punishment of inmates is forbidden.
- (2) Reports written and submitted to supervisor, jail administrator, or sheriff.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

Policy series #3.00 addresses this provision. A review of records verified compliance. All incident reports are reviewed by a supervisor. As was discussed during the closeout, administration is encouraged to develop standard forms for use of force situations (including placements into the restraint chair) to be utilized in conjunction with incident reports. Examples of these forms were provided post inspection.

**DOC 350.15 DISCIPLINE – (See code for specific language.)**

- (1) Every jail shall have written rules of behavior for inmates.
  - Time of admission notified of jail rules and potential disciplinary actions for violations of rules.
  - Each inmate provided with a copy of the jail rules or jail rules posted in inmate areas.
  
- (2) Discipline for minor violation
  - (a) Minor penalty is verbal, written or restriction or privileges for 24 hours or less.
  - (b) Inmate informed of violation.
  - (c) Inmate opportunity to make verbal statement about alleged violation.
  - (d) Impose penalty if violation found to occur.
  - (e) Supervisor informed of incident.
    - If found violation to be major then handled in accordance with Sub. (3).
    - If found not violation occurred, charge dismissed and inmate informed.
  - (f) Appeal process in place and process notification to inmate.
  - (g) Information made part of inmate's file and entered into jail log.
  
- (3) Discipline for major violation
  - (a) A major penalty is restriction of privileges for more than 24 hours, placement in solitary confinement for more than 24 hours in accordance with s.302.40, Stats., loss of good time in accordance with s. 302.43, Stats., restrictions affecting Huber law privileges in accordance with s. 303.08, Stats., or restrictions affecting work release in accordance with s. 303.065, Stats.
  - (b) Written report to supervisor in 24 hours of incident.
  - (c) Inmate notification of charges, right to hearing 24 hours in advance of hearing.
  - (d) Due process hearing, inmate may waive hearing.
  - (e) Impartial hearing officer or committee (not involved in incident.)
  - (f) Inmate present at hearing and present evidence. Reason for inmate's absence documented.
  - (g) Inmate right to present witnesses. Absence of witness documented.
  - (h) Staff advocate if inmate illiterate or issues are complex.
  - (i) Written decision to inmate prior to punishment administered.
  - (j) Inmate notified right to appeal and appeal procedure.
  - (k) Found no violation then removed from inmate file. Incident information made part of inmate file and entered in jail log.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

Policy series #11.00 addresses this provision. A review of minor disciplinary records revealed general compliance (it was reported no major dispositions were imposed during this inspection period). Documentation of a supervisory review was observed. As was discussed during the closeout, administration is encouraged to develop standard forms for minor and major disciplines (to be utilized in conjunction with incident reports). Examples of these forms were provided post inspection.



# HEALTH CARE

## DOC 350.09 Health Care.

### **OC 350.09 (1) The sheriff shall provide or secure necessary medical treatment and emergency dental care for inmates in custody.**

- ◆ Jail provides a specific form for inmates to request medical assessment or treatment.
- ◆ All inmate requests for medical care are reviewed by health care staff.
- ◆ The dispositions of the inmate medical requests are documented by health care staff members.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy series #14.00 addresses this provision. Inmates are able to request sick call slips from officers daily (completed slips were observed in individual files). Triage takes place at least once every 24 hours and services rendered are documented. Access to care is outlined in the inmate rules.**

### **DOC 350.09(2) No prescription medications or treatments may be administered unless prescribed by a physician. If a nurse or physician is not available, jail staff may deliver prescribed doses of oral medication at prescribed times.**

- ◆ All prescription medications administered to inmates are prescribed by a physician.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

### **DOC 350.09(3) Medical records shall be kept separate from other records and shall be maintained in a confidential manner in accordance with ss. 146.81 to 146.83, Stats., and any other applicable state or federal laws.**

- ◆ Medical records are maintained separately from other inmate and jail records.
- ◆ Medical records are maintained in a secure and confidential manner.

Medical records are accessible to medical staff, the jail administrator, and the administrator's designees.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.06 addresses this provision. Medical records are securely stored within master control in a locked cabinet. A spot check of individual records revealed completed refusal of treatment forms, TB tests, medical progress notes, mental health progress notes, sleep observation logs, sick call requests, medical notification forms, health assessments, intake screening forms, mental health referrals, mental health records, authorization for release of information forms, health transfer summaries, medication verification forms, jail log entries, suicide observation logs, hospital records, problem lists and orientated records.**

### **DOC 350.09(4) Any medications kept at the jail shall be stored in a locked drug cabinet that is not accessible to inmates.**

- ◆ Inmate medications are stored either in a locked, secured, medication cabinet or an appropriate, secure, health care storage area.
- ◆ The medication storage area is not accessible to inmates.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.03 addresses this provision. Medications are stored in a locked med cart which is secured within master control.**



**DOC 350.09(6) Inmates shall be served nutritionally balanced meals. Menus shall be kept for 90 days for review. An inmate shall be provided with a special diet if ordered by a physician**

- ◆ The jail health care providers, food service providers, and correctional staff are notified of special diets ordered by a physician.
- ◆ Special diets ordered by a physician are documented in the inmate's confidential medical file.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy series #7.00 addresses this provision. Alleged food allergies and medical diets are reviewed by the health authority. Ordered medical diets are noted in the inmate's file and communicated with the food service staff (special diet forms have been observed).**

**Please reference the food service section of this report regarding inmate meals and nutrition.**

**DOC 350.18 Inmate Health Screening and Care. The manual under DOC 350.17 shall contain certain policies and procedures for inmate health screening and care, including the following components:**

**DOC 350.18(1) Health screening form which is developed in conjunction with health care professionals and which is used at booking to obtain information relating to each inmate's medical and dental condition, medical illnesses or disabilities, mental illnesses, developmental disabilities, alcohol or other drug abuse problems and suicide risk.**

**DOC 350.18(2) Procedures for the documentation of health screening results, referrals made or health care provided and maintenance of documents in an inmate's confidential file.**

- ◆ Health screening forms are legible, accurate, and complete, including detailed narratives when necessary.
- ◆ Health care professionals provided input into the content of the health screening form.
- ◆ The health screening form contains usable information relating to the inmate's medical condition, dental condition, medical disabilities, developmental disabilities, alcohol and other drug abuse, suicide risk.
- ◆ A health screening form is completed for each inmate booked into the facility.
- ◆ The health screening forms are reviewed by the health care provider and the jail administration for completeness, accuracy, legibility, and the appropriateness of the decisions made regarding referral, housing, classification, and other actions.
- ◆ The identity of the person who completes the health screening form is documented.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #9.01 addresses this provision. A health screening form is completed for all inmates booked into the facility. All intake screening forms are reviewed by the jail nurse (as was discussed during the inspection, the nurse is encouraged to sign and date the forms after reviewing them). Shift supervisors are contacted if there are any issues. Completed forms were observed in individual medical files.**

**DOC 350.18(3) Names, addresses and telephone numbers of health care providers or agencies who have agreed to provide emergency and other health care services for special needs inmates.**

- ◆ The names, addresses, and telephone numbers of identified health care professionals are available in a current policy and procedure manual or otherwise accessible to all jail staff.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail staff have information to access healthcare staff.**

**DOC 350.18(4) Procedures for the referral of an inmate to jail health care staff or to other agencies, which provide health care.**

- ◆ Detailed instructions for the referral of inmates for health care services are in the current policy and procedure manual and accessible to all jail staff.
- ◆ Health care referrals are made and documented on a specific health care referral form or in a medical communication log.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policies #14.01 and #14.02 address this provision.**

**DOC 350.18(5) Designation of staff who have the authority to make health care decisions, including emergency medical and dental care.**

**DOC 350.18(6) Non-emergency health care, including the use of an inmate's personal physician.**

- ◆ The names or positions of those staff members authorized to make these decisions are in the current policy and procedure manual and accessible to all jail staff.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.18(7) Schedule of inmate access to routine medical care.**

**DOC 350.18(8) Procedure for processing inmate medical requests, including written disposition.**

- ◆ The schedule of inmate access to medical care is provided to inmates in writing via handbook, posted notice, inmate rule and regulation list, or other appropriate means.
- ◆ Inmate medical requests are filed on an official medical request form.
- ◆ Written disposition of medical requests are retained in inmate confidential medical files.
- ◆ An alternative means for inmates to access medical care if the inmates are unable to read or write is provided.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Healthcare services are provided by Advanced Correctional Healthcare (ACH) and the assigned nurse is onsite approximately 18 hours per week. The facility physician generally conducts rounds every other week. Access to care is outlined in the inmate handbook. Medical requests are completed on a standard form and services rendered are documented in the inmate's medical file. It was reported if an inmate cannot read or write, the process will be explained to them.**

**DOC 350.18(9) Documentation in an inmate's confidential medical file of any referral and identification of the services provided, including emergency services.**

- ◆ Staff referrals for medical services are documented in the inmate's confidential medical file.
- ◆ Health care services provided or refused are documented in the inmate's confidential medical file.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**A spot check of individual records revealed completed refusal of treatment forms, TB tests, medical progress notes, mental health progress notes, sleep observation logs, sick call requests, medical notification forms, health assessments, intake screening forms, mental health referrals, mental health records, authorization for release of information forms, health transfer summaries, medication verification forms, jail log entries, suicide observation logs, hospital records, problem lists and orientated records.**

**DOC 350.18(10) Provision of special diet if ordered by a physician.**

- ◆ Special diets ordered by a physician are documented in the inmate's confidential medical file.
- ◆ The jail health care providers, food service providers, and correctional staff are notified of special diets ordered by a physician.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #7.03 addresses this provision. Alleged food allergies and medical diets are reviewed by the health authority. Ordered medical diets are noted in the inmate's file and communicated with the food service staff (special diet forms have been observed).**

**DOC 350.18(11) Maintenance of agreements between the jail and providers of health care.**

- ◆ A current, written agreement for the provision of health care services which details the expectations of the facility staff regarding the provision of services to inmates is maintained.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.20 Control and Administration of Medications. The manual under DOC 350.17 shall contain policies and procedures relating to the control and administration of prescription and non-prescription medications, including the following components: DOC 350.20(1) Determination by appropriate personnel that all medications brought in by inmates or other persons for an inmate are necessary.**

- ◆ Verification of prescription medication is performed by a health care provider or an appropriately trained designee.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.03 addresses this provision. It was reported the jail nurse has the primary responsibility for the verification of incoming medications (a standard medication verification form is utilized).**

**DOC 350.20(2) Inventory and secured storage of all medications brought into the jail.**

- ◆ Medications brought into the facility are documented.
- ◆ Medications are stored in a locked medication cabinet or locked medical room, which limits staff access and prohibits inmate access.
- ◆ The storage of inmate medications makes them readily identifiable.
- ◆ Medications that require refrigeration are kept in a separate, medical refrigerator, unless the medications are secured in a separate, locked container stored in a refrigerator inaccessible to inmates.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policies #14.03 and #14.04 address this provision. Both jail and healthcare staff are responsible for the inventory/accountability of medications at the jail. As previously noted, inmate medications are stored in a locked med cart within master control.**

**DOC 350.20(3) Designation of staff who are authorized to administer or who are authorized to deliver medications to inmates.**

- ◆ The names or positions of those staff members authorized to administer medications are in the current policy and procedure manual and accessible to all jail staff.
- ◆ Staff members who administer or deliver medication to inmates have received relevant training, at least annually.
- ◆ Medication delivery is monitored and supervised by health care staff members.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policies #14.03 and #14.04 address this provision. The jail nurse is responsible for preparing the medications and officers are responsible for delivering them to inmates (med pass occurs two times a day or as directed). All new staff receive an orientation with the jail nurse on this process. A review of training records revealed staff received medication training during this inspection period.**



**DOC 350.20(5) Documentation of all medication administered or delivered to an inmate, including who prescribed the medication, who administered or delivered the medications and the date and time of administration or delivery. All refusals of recommended or prescribed medications by an inmate must be documented.**

- ◆ All medication documentation is complete, accurate, and legible.
- ◆ The name of the pharmacist or doctor, the full (not abbreviated) name of the medication, the dosage and frequency, the date and time of administration or delivery, and any special instructions or comments are documented for each prescription medication.
- ◆ The identity of the staff member who administered or delivered the medication is documented.
- ◆ The medication administration and delivery records are reviewed by the health care provider and the jail administration for completeness, accuracy, and legibility.
- ◆ There are no unexplained gaps in the documentation and inmate refusals of medication are clearly indicated and documented.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.03 addresses this provision. It was reported the jail nurse reviews the MARs on a weekly basis. A spot check of records revealed general compliance.**

**DOC 350.20(6) Return of an inmate's medication inventoried at admission.**

**DOC 350.20(7) Inventory or disposal of unused medications upon the inmate's release or transfer.**

- ◆ The return of an inmate's medications is documented.
- ◆ Unused medications are disposed of by a health care provider, transferred with the inmate, or returned to a pharmacy.
- ◆ Established protocols regarding the disposal of narcotic medications, including witness presence, are followed.
- ◆ Documentation of the disposition of the medication is retained in the inmate's medical file.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.03 addresses this provision. Unused medications requiring disposal are counted, documented, and disposed of by the nurse with a witness present.**

**DOC 350.21 Communicable disease control. The manual under DOC 350.17 shall contain policies and procedures relating to the care, treatment and supervision of inmates who may have communicable diseases, including the following components:**

- ◆ **DOC 350.21(1) Provision of treatment and supervision of inmates during isolation or quarantine under s. 143.05(6)(b), Stats.**
- ◆ **DOC 350.21(2) Documentation of the need for isolation or quarantine under s.143.05(6)(b), Stats., in the inmate's confidential medical file.**
- ◆ **DOC 350.21(3) Provision for laboratory screening for inmates who may have been exposed to a communicable disease if ordered by medical personnel.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.10 addresses this provision.**

**DOC 302.388 Prisoner medical records.**

**(2) HEALTH SUMMARY FORM.**

- (a) The department shall provide each jailer a standardized form for recording the medical conditions and history of prisoners being transferred to the department or another county's jail. Except as provided in pars. (b) and (bm), jail medical staff shall complete the form and provide it to the receiving institution intake staff at the time of each such transfer.
- (b) If the jail does not have medical staff on duty at the time of a transfer, the jailer or his or her designee shall complete as much of the form as possible and provide it to the receiving institution intake staff at the time of the transfer. The jailer shall ensure that all of the following occur within 24 hours after the transfer.
  1. The jail medical staff, the prisoner's health care provider or, if the prisoner does not have a health care provider, a health care provider under contract with the jail reviews the form provided to the receiving institution at the time of the transfer.
  2. The medical staff or health care provider reviewing the form corrects any errors in the form and includes in it any additional available information.
  3. The medical staff or health care provider reviewing the form transmits the updated form or the information included on the form by the quickest available means to the receiving institution intake staff.

(bm) Jail medical staff need not complete the form if the jailer or his or her designee provides a copy of the prisoner's complete medical file to the receiving institution intake staff at the time of the transfer.

(f) Receiving institution intake staff may make a health summary form available to any of the following:

1. The prison's or jail's medical staff.
2. A prisoner's healthcare provider.
3. In the case of a prison or jail that does not have medical staff on duty at the time of the transfer, a health care provider designated by the department or the jailer to review health summary forms.
4. In the case of a jail that does not have medical staff, a person designated by the jailer to maintain prisoner medical records.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**A review of records revealed noncompliance. It was reported that the jail nurse completes most of the health transfer summary forms (unless not onsite, in which case a correctional officer fills out the form). Of noted concern, is that subsequent to when an officer completes the form, the nurse is not always reviewing and co-signing the forms in a timely manner (please reference the back of the form for detailed instructions). As noted in previous inspections, administration is encouraged to develop a formal policy regarding the expected use and completion of these required forms.**



# HIGH RISK SUPERVISION

## DOC 350.13 Administrative confinement.

DOC 350.13(1) In this section, "administrative confinement" means a nonpunitive, segregated confinement of an inmate in his or her cell or other isolated area solely because he or she is dangerous, to ensure personal safety and security within the jail.

- ◆ Administrative Confinement is not utilized as a form of discipline.
- ◆ A policy and procedure is developed and implemented consistent with this section.
- ◆ Staff members demonstrate a working knowledge of the application of the policy and procedure.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #1.03 addresses this provision. It was reported no inmates were placed on administrative confinement status during this inspection period.**

DOC 350.13(2) An inmate may be placed in administrative confinement only if the inmate's continued presence in the general population:

DOC 350.13(2)(a) Presents a substantial risk of physical harm to the inmate, another person or property;

DOC 350.13(2)(b) Threatens the security and order of the jail; or

DOC 350.13(2)(c) Inhibits a pending disciplinary investigation.

- ◆ The reasons for each administrative confinement (consistent with this section) are clearly documented.
- ◆ The inmate is informed of the reasons and conditions of the inmate's Administrative Confinement.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

DOC 350.13(3) A jail staff member shall inform his or her immediate supervisor of any incident that may require administrative confinement of an inmate and the supervisor shall determine whether to place the inmate in administrative confinement. In the absence of his or her immediate supervisor, a jail staff member may place an inmate in administrative confinement. The staff member's supervisor shall review that placement decision within 24 hours.

- ◆ The review and decision of the supervisor are documented and occur within 24 hours of administrative confinement.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

DOC 350.13(4) An inmate's progress in administrative confinement shall be periodically reviewed by the jail staff member's immediate supervisor. The supervisor shall determine when the inmate no longer presents a threat to the safety, security and order of the jail and may be released to the general population.

- ◆ The reviews and decisions of the supervisor are documented.
- ◆ Policies are in place and followed that establish timely reviews by jail supervisory personnel.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Per policy, an inmate's status in administrative confinement shall be reviewed and documented by a supervisor every 48 hours.**

**DOC 350.13(5) The reason an inmate is placed in administrative confinement and the length of time the inmate remains in administrative confinement shall be entered in the inmate's file and in the jail log by the jail staff member or his or her immediate supervisor.**

- ◆ The time and date of placement on administrative confinement and return to general population are documented.
- ◆ The staff member who made the administrative confinement decisions is identified.
- ◆ The reasons for administrative confinement are documented and are based on administrative code criteria.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.19 Suicide Prevention. The manual under s. 350.17 shall contain policies and procedures relating to the supervision and housing of inmates who may be at risk of seriously injuring themselves, including the following components:**

- ◆ Staff members receive training to ensure familiarization with suicide detection, prevention, and intervention policies and strategies.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policies #14.08 and #14.09 address this provision. Consistent with best correctional practices, records reflect staff received mental health/suicide risk assessment training during this inspection period.**

**DOC 350.19(1) Assessment of an inmate's suicide risk at booking and documentation of the results.**

- ◆ Intake screening is performed on each new inmate.
- ◆ The answers to all screening questions are documented.
- ◆ The screening form is legible, accurate, and complete, including detailed narratives when necessary.
- ◆ Arresting or transporting officers are routinely asked if they believe the offender is a suicide risk.
- ◆ Appropriate follow up questions are asked, and answers recorded, when suicide risk is indicated.
- ◆ Medical or mental health care professionals review intake screening reports when risk is indicated.
- ◆ A secondary security review of intake screening reports for completeness, accuracy, legibility, consistency, appropriateness of housing assignments, appropriateness of classification and risk assessments is conducted.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #9.01 addresses this provision. Jail staff complete an intake screening form on all inmates booked into the facility (which the jail nurse reviews). Completed forms were observed in individual files. During this screening process, if the inmate's answers or behavior suggest a risk of suicidal ideation, then that automatically generates a new protocol for further assessment and evaluation.**

**DOC 350.19(2) Designation of person who may assess an inmate's level of suicide risk and who may authorize placement on and removal from a suicide watch status for inmates who are suicide risks.**

- ◆ Staff members responsible for making suicide risk decisions demonstrate knowledge of appropriate procedures for placement and removal of suicide observation status.
- ◆ Staff members demonstrate a working knowledge of suicide assessment and prevention practices.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Policy #14.09 addresses this provision. Per policy, only a mental health professional or the medical director is allowed to terminate a suicide watch. Of noted concern, is that two of the reports reviewed during the inspection process indicated the inmate did not receive a face-to-face assessment by a mental health professional prior to being removed from the suicide watch (rather, a telephone interview was conducted). In one of the situations, jail staff ended up having to ask the inmate the applicable assessment questions. Not only is this contrary to best correctional practices, but it places the staff in the precarious position of being directly involved in the assessment process.**

**DOC 350.19(3) Identification of housing areas for inmates who are suicide risks.**

- Staff members are aware of the designated housing areas for housing at risk inmates.
- Housing assignments are routinely reviewed by a supervisor.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**It was reported and records verified that inmates placed in suicide observation status are generally housed in receiving.**

**DOC 350.19(4) Referral of inmates who are suicide risks to mental health care providers or facilities.**

- A current list of medical/mental health care providers is available to staff.
- Staff members are aware of how to contact and communicate with medical/mental health staff.
- Inmates who are identified as suicide risks are referred for service from medical/mental health professionals.
- All such referrals are thoroughly documented.
- All follow up actions by correctional and medical/mental health care professionals will be documented.
- All recommendations or orders for care are communicated appropriately to jail staff members.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Advanced Correctional Healthcare is contracted to provide mental health services. A review of records revealed applicable information is being disseminated between shifts and documented.**

**DOC 350.19(5) Supervision of inmates who are suicide risks, including frequency of observation and documentation of supervision.**

- Inmates identified as suicide risks are physically observed at frequent and irregular intervals.
- Inmates identified as high risk are physically observed at least every 15 minutes at irregular intervals.
- All physical observations are documented, including the identity of the staff member.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**A spot check of suicide watch records revealed noncompliance. Each of the records reviewed contained multiple overages and exact intervals of wellness checks. It is critical that supervisory staff review the logs on a routine basis to ensure policy and code compliance. This is the 4<sup>th</sup> consecutive inspection documenting a concern with wellness checks.**

**DOC 350.19(6) Communication between health care and jail personnel regarding the status of an inmate who is a suicide risk.**

- A clear and reliable means of communicating information between correctional staff members regarding inmates who are suicide risks is utilized.
- All communication between jail staff, administration, and medical/mental health care providers is documented, including names of those involved, summary of content of discussion, and actions taken.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**As previously noted, applicable information is disseminated between shifts and documented.**

**DOC 350.19(7) Intervention of a suicide in progress, including first aid measures.**

**DOC 350.19(8) List of persons to be notified in case of potential, attempted or completed suicides.**

- ◆ Staff demonstrate a working knowledge of first aid and emergency response measures.
- ◆ Staff are familiar with the location and effective use of emergency response equipment.
- ◆ A better correctional practice: Staff have received training on emergency response, including the use of emergency response equipment within the past evaluation period.
- ◆ The actions taken in response to a suicide in progress or suicide threat are documented.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Staff were able to identify where the emergency equipment and cutdown tools were located.**

**DOC 350.19(9) Documentation of actions and decisions regarding inmates who are suicide risks.**

- ◆ A supervisory review of the relevant documentation is completed.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

# RECORDS AND REPORTING

## DOC 350.11 Records and reporting.

**DOC 350.11(1) REGISTER OF INMATES.** Each jail shall keep a register of all inmates. The register shall contain identifying information on each inmate, including name, residence, age, sex, race, court order, time and cause of placement and placing authority, and time of release and releasing authority. If an inmate escapes, the time and manner of the escape shall be recorded in the register.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.11(2) JAIL LOG.** Each jail shall have a log which shall include the information required in ss. DOC 350.12 (1) and (5), 350.13 (5), and 350.15 (2) (g) and (3) (k). The log shall be maintained by shift on a daily basis.

- ◆ The log is legible.
- ◆ The log contains an accurate account of jail activities including, items such as:
  - Inmate housing assignments; inmate movement; inmate transportation; court appearances; work release movement; all other significant occurrences.
- ◆ The jail staff has access to the logs.
- ◆ The person who made each entry is identifiable.
- ◆ The logs are reviewed by supervisory staff for legibility, completeness, and accuracy.
- ◆ At a minimum, the log contains the following information:
  - Physical inspections of inmates at frequent and irregular intervals
  - Physical inspections of special needs inmates at more frequent intervals
  - Monthly lock, door, and emergency release inspections
  - Reason and length of time any inmate is held in administrative confinement
  - Information regarding incidents
  - Information regarding disciplinary decisions, including punishments.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**A log is maintained each shift.**

**DOC 350.11(3) STORAGE OF RECORDS.** Records shall be kept in a secure area. Juvenile records shall be kept separate from records of inmates 18 years of age or older and shall be maintained in a confidential manner in accordance with s. 938.396, Stats., and any other applicable federal or state law.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Active general service files are maintained in master control.**



# MAINTENANCE OF JAIL, SANITATION, AND CARE OF PRISONERS

Wisconsin State Statute 302.37 Maintenance of jail and care of prisoners.

Wisconsin State Statute 302.37 (1) (a) The sheriff or other keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered. The sheriff or keeper shall furnish each prisoner with clean water, towels and bedding. The sheriff or keeper shall serve each prisoner 3 times daily with enough well-cooked, wholesome food. The county board shall prescribe an adequate diet for the prisoners in the county jail.

Wisconsin State Statute 302.37(1)(b) The keeper of a lockup facility shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners. The keeper shall serve each prisoner with clean water, towels and food.

Wisconsin State Statute 302.37(3)(a) The county or municipality shall furnish its jail with necessary bedding, clothing, toilet facilities, light and heat for prisoners

Wisconsin State Statute 302.37(3)(b) The owner of a lockup facility shall furnish toilet facilities, light and heat for prisoners.

Wisconsin State Statute 302.37 (4) The sheriff or other keeper of a jail may use without compensation the labor of any prisoner sentenced to actual confinement in the county jail or, with the prisoner's consent, any other prisoner in the maintaining of and the housekeeping of the jail, including the property on which it stands. Any prisoner who escapes while working on the grounds outside the jail enclosure shall be punished as provided in s. 946.42.

- ◆ A daily inspection is conducted by jail staff of housekeeping, sanitation, and physical plant maintenance.
- ◆ The jail is constantly clean and in a healthful condition.
- ◆ Inmate areas are free of graffiti, posters, wall coverings, etching, etc.
- ◆ All surfaces, equipment, and facilities are clean and in good repair.
- ◆ Air handling systems, including ventilation screens and covers, are clean, unobstructed, and in good working order.
- ◆ Cleaning supplies are provided daily to the housing units.
- ◆ Inmate personal property allowed in the housing units is subject to limitations on volume and content.
- ◆ Inmates are held accountable for making the beds, cleaning the floors, cleaning the common bathroom facilities, properly storing property, and maintaining cleanliness and order in the housing units daily.
- ◆ Inmates and staff are held accountable for housekeeping and sanitation deficiencies.
- ◆ Identified maintenance needs are addressed in a timely manner.
- ◆ The jail staff provide for the appropriate laundering of inmate clothing.
- ◆ Hallways are free of clutter and obstructions.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**The overall appearance of the facility was in satisfactory condition. There were no apparent signs of graffiti or property defacing. A spot check of housing unit conditions and mechanical devices revealed no deficiencies. As documented in previous inspections, some of the housing unit showers continue to show signs of age and deterioration (in particular the Huber shower).**

It was reported inmate clothing is laundered once a week. Inmates have daily access to cleaning supplies.

**DOC 350.08 Sanitation and Hygiene.**

**DOC 350.08(1) Inmates assigned to the kitchen who prepare, handle or serve food shall bathe or shower daily;**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**N/A - Inmates are not assigned to prepare or serve meals.**

**DOC 350.08(2) Blankets shall be laundered or sterilized before reissue. Blankets used with sheets shall be laundered at least every 3 months and blankets used without sheets shall be laundered at least weekly;**

**DOC 350.08(3) Sheets, pillowcases and mattress covers shall be changed and washed at least weekly;**

**DOC 350.08(4) Clean towels shall be issued to each inmate twice a week.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**It was reported blankets are laundered at the beginning of each month, bedding is laundered once a week, and two (2) clean towels are issued each week.**

**DOC 350.08(5) Mattresses shall be provided where there is a need for overnight detention. Each mattress and each pillow, if used, shall be covered with a fire retardant, waterproof, easy-to-sanitize material. Mattresses and pillows shall be kept in good repair and in a clean and sanitary condition. The sheriff shall provide adequate bedding;**

**DOC 350.08(7) Mattresses shall be at least 3 inches thick and of proper size to fit the bed.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**A spot check of mattresses revealed general compliance. However, staff are reminded to remain vigilant during their walkthroughs and to replace any mattresses that are cracked or losing their outside material.**

**DOC 350.08(8) Containers of poisonous compounds used for exterminating rodents or insects shall be prominently and distinctly labeled for easy identification of contents. Poisonous compounds shall be stored independently and separately from food and kitchenware in a locked area not accessible to inmates.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.08(9) The sheriff shall provide an inmate whose clothing has been confiscated with adequate and appropriate clothing, including footwear, for use while the inmate is in custody.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Received at booking.**

**DOC 350.08(10) After 24 hours, inmates shall be notified that, upon request, they will be provided with towels and toilet articles sufficient for the maintenance of cleanliness and hygiene, including toothpaste and toothbrush, soap and comb. Basic feminine hygiene materials and toilet paper shall be provided to inmates upon request. There shall be no common use of toothbrushes, combs, shaving materials or feminine hygiene materials.**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

## INMATE SERVICES

**DOC 350.22 Mail.** The manual under s. DOC 350.17 shall contain policies and procedures relating to written contact between inmates and their families, friends, attorneys, the court system, government officials and others, including the following components:

- ◆ The procedures for the processing of inmate mail are clearly explained in the inmate handbook or rules.
- ◆ A non-delivery of mail form is completed and delivered when mail is confiscated, destroyed, or rejected.

**DOC 350.22(1) Provision for staff inspection and reading of nonprivileged incoming and outgoing mail.**

- ◆ Staff demonstrate a working knowledge of the procedures for mail inspection.

**DOC 350.22(2) Delivery of all nonprivileged incoming mail.**

- ◆ Inmate mail is delivered to inmates in a timely manner.

**DOC 350.22(3) Provision for the limited inspection of incoming and outgoing privileged mail.**

- ◆ Staff demonstrate a working knowledge of the definition of privileged mail and the procedures for inspecting it.

**DOC 350.22(4) Delivery of all approved privileged mail.**

- ◆ Inmate mail is delivered to inmates in a timely manner.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail policy #8.04 addresses this provision. The mail process is explained in the jail rules. Per policy, inmates will be notified (in writing) of any mail that is not delivered or mailed.**

**DOC 350.22(5) Inventory and disposition of contraband items found in mail.**

- ◆ Contraband items are inventoried and documented in the log.
- ◆ Contraband is promptly turned over to supervisory staff.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.22(6) Provision of postage to indigent inmates**

- ◆ Indigent inmates are provided postage according to facility policy.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Per policy, indigent inmates shall be provided up to two (2) stamps and envelopes per week.**

**DOC 350.23 Visitation.** The manual under s. DOC 350.17 shall contain policies and procedures relating to visitation, including the following components:

**DOC 350.23(1) Establishment of a visiting schedule for family, friends, attorneys, and others.**

**DOC 350.23(2) Establishment of procedures for requesting visitation during nonscheduled times.**

- ◆ Accommodations are made for visits to occur at times other than schedule visiting times.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail policy #13.01 addresses this provision. Inmates, depending on classification, are generally afforded three (3) 15 minute, non-contact visits each week. Visits are conducted through a non-contact booth. Per policy, any request for a visit which does not conform to the established visiting schedule shall be reviewed on a case-by-case basis.**

**DOC 350.23(5) Posting of visitation policies and procedures, including visitation schedule, in a place readily accessible to visitors and inmates.**

- ◆ Visitation rules and schedule are posted in a place accessible to all visitors and inmates.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**The visitation schedule is posted in the jail rules and in the lobby.**

**DOC 350.23(3) Documentation of all visits through a visitor log or register.**

- ◆ All non-jail staff members who enter the jail are documented on the visitor's log or other appropriate register.

**DOC 350.23(4) Establishment of a search policy of visitors and their possessions.**

- ◆ Personal contact visitors are subject to a search procedure.
- ◆ Program workers and volunteers are subject to strict guidelines regarding personal items, carry-in equipment, and compliance with jail policies.
- ◆ Law enforcement/Community Corrections/Legal visitors are required to adhere to safe correctional practices limiting carry-in items and may be subject to search.
- ◆ Jail staff consistently apply visitation and search standards to all non-jail staff.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Per policy, all visitors are required to sign in before each visit.**

**DOC 350.24 Religious programming. The manual under s. DOC 350.17 shall contain policies and procedures relating to religious programming, including the following components:**

**DOC 350.24(1) Identification of religious organizations and clergy willing to conduct religious services in the facility.**

**DOC 350.24(2) Notification of inmates of the schedule of religious services available in the jail.**

- ◆ Inmates receive notification regarding what religious services are available in the facility, and when they are scheduled to occur.
- ◆ Staff demonstrate a knowledge of the procedure for assessing and responding to inmate requests for religious services.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail policy #8.05 addresses this provision. A non-denominational chaplain is at the facility twice a week (for Bible study and individual consultations). Announcements are made in the housing units.**

**DOC 350.24(3) Identification of religious items which may be kept on an inmate's person or in the cell.**

- ◆ If religious items are permitted, the policies are consistently applied throughout the jail.

**DOC 350.24(4) Provision of Bibles or Qurans upon request under s. 302.39, Stats.**

- ◆ If requested, inmates receive Bibles or Qurans.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**DOC 350.25 Recreation The manual under s. DOC 350.25 shall contain policies and procedures identifying the recreational activities which are available and when they are scheduled**

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail policy #8.06 addresses this provision. There are no forms of recreation outside the housing unit dayrooms or multi-purpose room. Inmates reported having access to the multi-purpose room on a weekly basis.**



**DOC 350.26 Reading materials.** The manual under s. DOC 350.17 shall contain policies and procedures relating to access to reading materials, including the following components:

**DOC 350.26(1) Provision of reading materials of general interest, such as books, newspapers and magazines, for inmates.**

- ◆ Inmates have access to limited reading materials, including periodically, newspapers, and books.

**DOC 350.26(2) Identification of reading materials which are prohibited for inmates because their content creates a security risk.**

- ◆ Reading material restrictions are posted or otherwise accessible to inmates.

**DOC 350.26(3) Inspection of reading materials brought by visitors for inmates if the jail allows visitors to bring in reading materials.**

- ◆ There are limitations on the volume of personal reading materials that can be kept in the housing area, and these limitations are enforced consistently throughout the jail.

- ◆ All reading materials allowed to be brought in by visitors are subject to search.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail policies #8.02 and #8.03 address this provision (as well as the jail rules). It was reported reading materials are available on a weekly basis.**

**DOC 350.27 Canteen** The manual under s. DOC 350.17 shall contain policies and procedures for the establishment and use of canteen, vending or other similar services for inmates.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff

- Previous compliance documented
- Other (Specify)

Comments:

**Jail policy #8.01 addresses this provision (as well as the jail rules). Canteen is provided by Stellar Services and inmates are allowed to order once a week.**



## FOOD SERVICE

**Wisconsin State Statute 302.37(1)(a)** The sheriff or other keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered. The sheriff or keeper shall furnish each prisoner with clean water, towels and bedding. The sheriff or keeper shall serve each prisoner 3 times daily with enough well-cooked, wholesome food. The county board shall prescribe an adequate diet for the prisoners in the county jail.

- ◆ Three well cooked, wholesome meals are provided to each inmate daily.
- ◆ An annual review of the menus and meals is conducted by a dietitian.
- ◆ The results of the dietitian review are documented, and corrective action is taken when recommended.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

**Inmate meals are prepared at the Lafayette County Jail by CBM Managed Services and are transported in bulk to the Iowa County Jail. I received a copy of the food service menu which is cycled through every three weeks. A letter from Jenifer Bemboom, Registered Dietician, verified that food content and nutritional needs are appropriate. It was reported that the average daily caloric intake is between 2600 - 2800.**

**Wisconsin State Statute 302.37(1)(b)** The keeper of a lockup facility shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners. The keeper shall serve each prisoner with clean water, towels and food.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

- ◆ Plumbing systems, including floor drains and traps, are kept clean, free of odor, and free of pests, and are prohibitive of back-siphonage.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

- ◆ Food temperatures are properly maintained during chilling, thawing, and service.
- ◆ No spoiled, out-dated, or tainted food is stored or served.
- ◆ People who work in food service areas wear clean garments and clean caps or hairnets, and keep their hands clean at all times when engaged in the handling of food, drink, utensils, or equipment.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

Food on trays or in bulk shall be either transported in covered carts or be protected in transit with covers designated for that purpose.

- ◆ Food and drink is stored in a clean, well-ventilated place, protected from flies, dust, vermin, overhead leakage, sewage backflow and other contamination.
- ◆ Staple foods and bulk supplies are stored off the floor in durable, easily-cleanable, food-grade, metal or plastic containers with tight fitting covers, once the original container or package is opened.
- ◆ Food is stored at least 6 inches off the floor on clean surfaces at elevations sufficient to permit cleaning underneath and to protect the food from splash or other contaminations.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

- ◆ Tables, cooking and working surfaces and contact surfaces of equipment are thoroughly cleaned after each use.
- ◆ Multi-use utensils are thoroughly cleaned after each use.
- ◆ Proper cleaning and sanitizing of all utensils, food preparation, and food service equipment and trays is completed after each use.
- ◆ Walls, floors, and ceilings of all rooms in which food or drink is stored, prepared, or served, or in which utensils are washed are clean and in good repair.
- ◆ Ventilation fans, ducts, and screens, and oven hoods and ducts are kept clean and free of grease.
- ◆ All chilling, refrigeration, and freezing equipment is kept clean, free from rust and deterioration, and in good working order.
- ◆ Dishwashing equipment is properly maintained and utilized, and sanitary dishwashing procedures are followed.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

- ◆ Garbage containers are emptied daily and are kept clean.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

- ◆ If inmates have access to the food service area, all sharp instruments are inventoried after inmate access to the area, and securely stored.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

- ◆ Inmate workers are supervised throughout all aspects of food preparation and service.

Compliance:

- Meets standard
- Needs improvement
- Non-compliant
- Not reviewed

Verification:

- Policy and procedure manual review
- Sample of facility records reviewed
- Sight confirmation by inspector
- Verbal confirmation by facility staff
- Previous compliance documented
- Other (Specify)

Comments:

Listed below is daily population information for Iowa County Jail for the Month of September 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO
1	33	4	28	5	2	0	13	20	35	17	25	2	22	3	2	0	9	16	27
2	33	4	28	5	2	0	13	20	35	18	25	2	22	3	2	0	9	16	27
3	30	4	27	3	2	0	13	17	32	19	26	2	23	3	2	0	9	17	28
4	30	4	27	3	2	0	12	18	32	20	27	2	24	3	2	0	9	18	29
5	29	4	26	3	2	0	11	18	31	21	28	2	23	5	2	0	9	19	30
6	27	4	24	3	2	0	11	16	29	22	28	2	23	5	2	0	9	19	30
7	26	4	23	3	2	0	10	16	28	23	25	2	22	3	2	0	9	16	27
8	26	4	23	3	2	0	10	16	28	24	24	2	21	3	2	0	9	15	26
9	29	4	25	4	2	0	10	19	31	25	22	1	19	3	2	0	8	14	24
10	32	4	27	5	2	0	10	22	34	26	22	1	19	3	2	0	8	14	24
11	27	4	24	3	2	0	11	16	29	27	23	0	19	4	2	0	8	15	25
12	26	3	23	3	2	0	10	16	28	28	22	0	19	3	2	0	7	15	24
13	26	3	23	3	2	0	10	16	28	29	22	0	19	3	2	0	7	15	24
14	25	2	22	3	2	0	10	15	27	30	23	0	19	4	2	0	7	16	25
15	26	2	22	4	2	0	10	16	28										
16	25	2	22	3	2	0	9	16	27	<b>AVG</b>	<b>26</b>	<b>2</b>	<b>23</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>17</b>	<b>28</b>

IOSO Average Count:	<b>28</b>
Huber Average Count:	<b>10</b>
SHP Average Count:	<b>17</b>

IOSO Average Count:  
 Huber Average Count:  
 SHP Average Count:

Completed by: Carisa Baker 608-935-3314 x573

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338



Listed below is daily population information for Iowa County Jail for the Month of August 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO
1	27	3	21	5	2	0	11	16	29	17	27	4	23	4	2	0	12	15	29
2	25	3	21	4	2	0	11	14	27	18	27	4	24	3	2	0	12	15	29
3	24	3	20	4	2	0	10	14	26	19	28	4	25	3	2	0	12	16	30
4	24	4	21	3	2	0	11	13	26	20	28	4	25	3	2	0	12	16	30
5	24	4	21	3	2	0	11	13	26	21	29	4	26	3	2	0	12	17	31
6	26	4	22	4	2	0	11	15	28	22	30	4	27	3	2	0	11	19	32
7	26	4	22	4	2	0	11	15	28	23	30	3	26	4	2	0	11	19	32
8	28	4	23	5	2	0	11	17	30	24	31	3	26	5	2	0	11	20	33
9	27	4	23	4	2	0	11	16	29	25	32	4	27	5	2	0	11	21	34
10	27	4	23	4	2	0	11	16	29	26	32	4	29	3	2	0	11	21	34
11	28	4	24	4	2	0	11	17	30	27	31	4	28	3	2	0	12	19	33
12	29	4	25	4	2	0	11	18	31	28	31	4	28	3	2	0	12	19	33
13	31	4	27	4	2	0	12	19	33	29	30	4	26	4	2	0	13	17	32
14	26	4	22	4	2	0	12	14	28	30	33	4	28	5	2	0	13	20	35
15	27	4	23	4	2	0	12	15	29	31	33	4	28	5	2	0	13	20	35
16	27	4	23	4	2	0	12	15	29	<b>AVG</b>	<b>28</b>	<b>4</b>	<b>24</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>17</b>	<b>30</b>

IOSO Average Count: **30**  
 Huber Average Count: **12**  
 SHP Average Count: **17**  
 Completed by: Carisa Baker 608-935-3314 x573

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338

Listed below is daily population information for Iowa County Jail for the Month of July 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO
1	31	2	26	5	2	0	11	20	33	17	27	3	22	5	2	0	11	16	29
2	30	2	23	7	2	0	11	19	32	18	29	3	24	5	2	0	11	18	31
3	27	2	21	6	2	0	11	16	29	19	27	3	22	5	2	0	11	16	29
4	26	2	20	6	2	0	10	16	28	20	26	3	21	5	2	0	11	15	28
5	26	2	20	6	2	0	10	16	28	21	26	3	21	5	2	0	11	15	28
6	27	2	20	7	2	0	10	17	29	22	30	3	25	5	2	0	11	19	32
7	27	2	21	6	2	0	10	17	29	23	28	3	23	5	2	0	11	17	30
8	31	2	25	6	2	0	11	20	33	24	26	3	21	5	3	0	12	14	29
9	29	2	23	6	2	0	11	18	31	25	27	3	21	6	2	0	12	15	29
10	29	2	22	7	2	0	11	18	31	26	25	3	20	5	2	0	12	13	27
11	29	3	22	7	2	0	11	18	31	27	25	3	20	5	2	0	12	13	27
12	26	3	21	5	2	0	11	15	28	28	29	3	22	7	2	0	12	17	31
13	27	3	22	5	2	0	11	16	29	29	32	3	26	6	2	0	12	20	34
14	27	3	22	5	2	0	11	16	29	30	26	3	21	5	2	0	12	14	28
15	27	3	22	5	2	0	11	16	29	31	27	3	21	6	2	0	12	15	29
16	27	3	21	6	2	0	11	16	29	AVG	28	3	22	6	2	0	11	16	30

IOSO Average Count:	30
Huber Average Count:	11
SHP Average Count:	16

Completed by: Carisa Baker 608-935-3314 x573

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338



Listed below is daily population information for Iowa County Jail for the Month of June 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO
1	34	2	29	5	2	0	11	23	36	17	28	1	23	5	2	0	10	18	30
2	34	2	28	6	2	0	11	23	36	18	28	2	23	5	2	0	11	17	30
3	32	2	28	4	2	0	11	21	34	19	27	2	22	5	2	0	11	16	29
4	32	2	28	4	2	0	11	21	34	20	27	2	22	5	2	0	11	16	29
5	30	1	26	4	2	0	10	20	32	21	28	2	22	6	2	0	11	17	30
6	29	1	25	4	2	0	9	20	31	22	27	2	22	5	2	0	11	16	29
7	27	1	23	4	2	0	9	18	29	23	27	2	22	5	2	0	11	16	29
8	29	1	25	4	2	0	9	20	31	24	26	2	21	5	2	0	11	15	28
9	30	1	26	4	2	0	10	20	32	25	26	2	21	5	2	0	11	15	28
10	28	1	23	5	2	0	10	18	30	26	27	2	22	5	2	0	11	16	29
11	27	1	22	5	2	0	10	17	29	27	28	2	22	6	2	0	11	17	30
12	26	1	21	5	2	0	9	17	28	28	27	2	21	6	2	0	11	16	29
13	27	1	22	5	2	0	9	18	29	29	27	2	22	5	2	0	11	16	29
14	27	1	22	5	2	0	9	18	29	30	29	2	24	5	2	0	11	18	31
15	27	1	22	5	2	0	9	18	29										
16	28	1	22	5	2	0	9	19	30	<b>AVG</b>	<b>28</b>	<b>2</b>	<b>23</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>18</b>	<b>30</b>

IOSO Average Count:	<b>30</b>
Huber Average Count:	<b>10</b>
SHP Average Count:	<b>18</b>

Completed by: Carisa Baker 608-935-3314

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338

Listed below is daily population information for Iowa County Jail for the Month of May 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	HPL Total	IOSO	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	HPL Total	IOSO	
1	31	1	27	4	2	0	10	21	33	35	2	32	3	2	0	10	25	37	
2	32	1	28	4	2	0	10	22	34	35	2	32	3	2	0	10	25	37	
3	34	1	30	4	2	0	10	24	36	35	2	33	2	2	0	10	25	37	
4	31	1	27	4	2	0	9	22	33	38	2	36	2	2	0	10	28	40	
5	31	1	27	4	2	0	9	22	33	36	2	34	2	2	0	10	26	38	
6	35	1	31	4	2	0	9	26	37	34	2	32	2	2	0	11	23	36	
7	33	1	31	2	2	0	9	24	35	33	2	28	5	2	0	11	22	35	
8	35	1	32	3	2	0	9	26	37	33	2	29	4	2	0	11	22	35	
9	32	1	29	3	2	0	10	22	34	37	2	33	4	2	0	11	26	39	
10	32	1	29	3	2	0	10	22	34	35	2	32	3	2	0	11	24	37	
11	33	1	31	2	2	0	10	23	35	37	2	34	3	2	0	11	26	39	
12	31	1	29	2	2	0	10	21	33	37	2	34	3	2	0	11	26	39	
13	32	1	30	2	2	0	9	23	34	37	2	30	3	2	0	11	22	35	
14	31	2	29	2	2	0	9	22	33	34	2	31	3	2	0	11	23	36	
15	32	2	30	2	2	0	10	22	34	36	2	32	4	2	0	11	25	38	
16	35	2	33	2	2	0		35	37	34	2	31	3	2	0	10	24	36	
										AVG									

IOSO Average Count: **36**  
 Huber Average Count: **10**  
 SHP Average Count: **24**  
 Completed by: Carisa Baker 608-935-3314

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338



Listed below is daily population information for Iowa County Jail for the Month of April 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	
1	34	1	27	7	4	0	12	22	38	34	1	28	6	4	0	13	21	38	
2	35	1	28	7	4	0	12	23	39	32	1	26	6	4	0	13	19	36	
3	34	1	28	6	4	0	13	21	38	33	1	28	5	4	0	12	21	37	
4	35	1	30	5	4	0	12	23	39	36	1	30	6	4	0	12	24	40	
5	37	1	32	5	4	0	12	25	41	36	1	30	6	4	0	12	24	40	
6	35	1	30	5	4	0	12	23	39	35	1	29	6	3	0	12	23	38	
7	34	1	29	5	4	0	12	22	38	37	1	32	5	3	0	12	25	40	
8	37	1	32	5	4	0	12	25	41	36	1	31	5	3	0	11	25	39	
9	35	1	30	5	4	0	13	22	39	35	1	31	4	3	0	12	23	38	
10	32	1	27	5	4	0	12	20	36	34	1	30	4	3	0	11	23	37	
11	32	1	27	5	4	0	12	20	36	34	1	30	4	3	0	11	23	37	
12	36	1	30	6	4	0	12	24	40	33	1	29	4	2	0	11	22	35	
13	35	1	30	5	3	0	12	23	38	34	1	30	4	2	0	11	23	36	
14	32	1	26	6	4	0	12	20	36	32	1	28	4	2	0	11	21	34	
15	33	1	27	6	4	0	12	21	37								0	0	
16	32	1	26	6	4	0	11	21	36	34	1	29	5	4	0	12	22	38	
										AVG									

IOSO Average Count:	38
Huber Average Count:	12
SHP Average Count:	22

Completed by: Carisa Baker 608-935-3314

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338

Listed below is daily population information for Iowa County Jail for the Month of March 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO
1	34	0	29	5	5	0	9	25	39	17	43	0	36	7	4	0	10	33	47
2	35	0	30	5	5	0	9	26	40	18	41	0	34	7	4	0	10	31	45
3	36	0	31	5	5	0	9	27	41	19	39	0	32	7	4	0	10	29	43
4	35	0	30	5	5	0	9	26	40	20	39	0	33	6	4	0	10	29	43
5	34	0	30	4	5	0	9	25	39	21	41	0	35	6	5	0	10	31	46
6	34	0	30	4	6	0	10	24	40	22	38	0	32	6	4	0	10	28	42
7	34	0	30	4	6	0	10	24	40	23	38	0	32	6	4	0	10	28	42
8	36	0	31	5	7	0	10	26	43	24	37	0	32	5	4	0	10	27	41
9	39	0	33	7	6	0	11	28	45	25	37	0	32	5	4	0	11	26	41
10	40	0	34	7	6	0	11	29	46	26	42	0	36	6	4	0	11	31	46
11	38	0	33	5	4	0	11	27	42	27	42	0	36	6	4	0	11	31	46
12	40	0	34	6	4	0	11	29	44	28	41	0	32	9	4	0	11	30	45
13	36	0	31	5	4	0	11	25	40	29	44	0	35	9	4	0	11	33	48
14	33	0	28	5	4	0	11	22	37	30	45	0	36	9	4	0	12	33	49
15	36	0	31	5	4	0	10	26	40	31	44	0	36	8	4	0	12	32	48
16	38	0	32	6	4	0	10	28	42	AVG	38	0	32	6	5	0	10	28	43

IOSO Average Count:	43
Huber Average Count:	10
SHP Average Count:	28

IOSO Average Count: 43  
 Huber Average Count: 10  
 SHP Average Count: 28

Completed by: Kelly Klein 608-935-3314

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338



Listed below is daily population information for Iowa County Jail for the Month of February 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	# on EMP or home monitor	Huber	SHP Total	IOSO
1	38	0	33	5	6	0	10	28	44	17	37	0	30	7	6	0	10	27	43
2	40	0	35	5	6	0	10	30	46	18	35	0	29	6	6	0	9	26	41
3	39	0	34	5	6	0	10	29	45	19	35	0	29	6	6	0	9	26	41
4	39	0	34	5	6	0	10	29	45	20	32	0	26	6	6	0	9	23	38
5	40	0	35	5	6	0	10	30	46	21	32	0	26	6	7	0	9	23	39
6	39	0	34	5	6	0	10	29	45	22	36	0	29	7	6	0	9	27	42
7	40	0	34	6	6	0	10	30	46	23	37	0	31	6	4	0	10	27	41
8	42	0	36	6	6	0	10	32	48	24	38	0	31	7	3	0	10	28	41
9	40	0	34	6	6	0	10	30	46	25	35	0	29	6	3	0	9	26	38
10	39	0	33	6	6	0	11	28	45	26	34	0	28	6	5	0	9	25	39
11	39	0	33	6	6	0	11	28	45	27	34	0	28	6	5	0	9	25	39
12	39	0	33	6	6	0	11	28	45	28	33	0	28	5	5	0	9	24	38
13	39	0	32	7	6	0	11	28	45									0	0
14	37	0	30	7	6	0	11	26	43										
15	38	0	31	7	6	0	11	27	44										
16	40	0	33	7	6	0	11	29	46	<b>AVG</b>	<b>37</b>	<b>0</b>	<b>31</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>27</b>	<b>43</b>

IOSO Average Count:	<b>43</b>
Huber Average Count:	<b>10</b>
SHP Average Count:	<b>27</b>

Completed by: Kelly Klein 608-935-3314

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338



Listed below is daily population information for Iowa County Jail for the Month of January 2014.

Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	EMP or home monitor	Huber	SHP Total	IOSO	Date	Daily Head Count	# of Borders	# of Males	# of Females	# in other jails	EMP or home monitor	Huber	SHP Total	IOSO
1	31	0	27	4	5	0	9	22	36	17	38	0	33	5	6	0	10	28	44
2	43	0	37	6	6	0	10	33	49	18	40	0	35	5	6	0	10	30	46
3	42	0	36	6	6	0	10	32	48	19	46	0	40	6	6	0	12	34	52
4	42	0	36	6	6	0	10	32	48	20	45	0	39	6	6	0	12	33	51
5	43	0	37	6	6	0	9	34	49	21	43	0	37	6	6	0	12	31	49
6	44	0	38	6	6	0	10	34	50	22	42	0	37	5	6	0	12	30	48
7	40	0	34	6	6	0	10	30	46	23	42	0	36	6	6	0	12	30	48
8	42	0	36	6	6	0	10	32	48	24	43	0	37	6	6	0	12	31	49
9	42	0	36	6	6	0	10	32	48	25	43	0	37	6	6	0	12	31	49
10	44	0	37	7	7	0	10	34	51	26	42	0	36	6	6	0	12	30	48
11	43	0	36	7	6	0	10	33	49	27	43	0	37	6	6	0	12	31	49
12	42	0	35	7	6	0	10	32	48	28	44	0	38	6	6	0	12	32	50
13	43	0	36	7	6	0	10	33	49	29	43	0	37	6	6	0	12	31	49
14	44	0	37	7	6	0	10	34	50	30	39	0	33	6	6	0	10	29	45
15	43	0	36	7	6	0	10	33	49	31	39	0	33	6	6	0	10	29	45
16	42	0	36	6	4	0	10	32	46	<b>AVG</b>	<b>42</b>	<b>0</b>	<b>36</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>11</b>	<b>31</b>	<b>48</b>

IOSO Average Count:	<b>48</b>
Huber Average Count:	<b>11</b>
SHP Average Count:	<b>31</b>

Completed by: Kelly Klein 608-935-3314

Nathan White  
 Department of Corrections  
 Office of Detention Facilities  
 3099 E Washington Ave.  
 Madison, WI 53704-4338