Wisconsin Department of Corrections
Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

December 4, 2017

Sheriff Dennis Richards
Columbia County Sheriff's Office
711 E. Cook Street
P.O. Box 132
Portage, WI 53901

Re: 2017 Jail Inspection

Dear Sheriff Richards:

Pursuant to Wisconsin Statute §301.37(3), an inspection of the Columbia County Jail was conducted on August 9th, 2017. 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 Columbia County Jail was originally constructed in 1991 and has subsequently been remodeled twice. It is a podular-remote facility that is broken into three different floors [redacted] Previous inspection reports noted the jail had a maximum rated capacity of 240 (with the potential for an additional 96 beds in Pod 4 should the county decide to hire more staff). Given Pod 4 was previously approved for use by this office, the actual maximum rated capacity of the jail is 336. The facility is also approved to temporarily hold juveniles accused of delinquent offenses (not status offenses) for up to 6 hours under sight and sound separation. On the date of the inspection, there were 146 adult inmates being held at the facility.

INMATE RESOURCES

- **EDUCATION** – GED/HSED instruction is provided weekly.
- **SUPPORT GROUPS** – Alcoholics Anonymous (AA) is at the facility every week. Narcotics Anonymous (NA) is at the facility when a facilitator is available.

- **LIFE SKILLS PROGRAMMING** – Parenting Wisely, Rent Smart, and Life Skills courses are offered.

- **RELIGIOUS SERVICES** – A nondenominational service and Bible study occur weekly. Individual consultations can also be facilitated.

- **VISITATION** – Inmates are allowed up to four 20-minute visits each week (Thursday – Sunday). Visits are conducted through a video monitor.

- **COMMISSARY** – Canteen is provided by Stellar Services and inmates are generally allowed to order weekly.

- **RECREATION** – There is an indoor/outdoor recreation area (inmates are typically afforded the opportunity to use it at least once a week).

- **READING MATERIALS** – Reading materials are available upon request.

CHANGES

The following is a list of changes made since last year's inspection:

- Completed shower coatings and installed privacy doors.
- Replaced the counter top in the booking office.
- Installed stair grates in Pod 1.
- Finished the jail flooring project in booking.
- Replaced all fabric laundry carts with Glosstex carts (for easier sanitizing).
- Installed a projector system in H208 for program use.
- Implemented a new life skills course.
- Worked closely with the MATRS program for opiate addiction treatment (to include Vivitrol shots).
- Streamlined the hiring process to eliminate a written exam.
- Implemented new staff scheduling software.

GOALS

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

- Continue training and recruitment to be at full staff.
- [redacted]
- Install an ATM in the jail lobby and go to distributing Huber monies on debit cards (instead of issuing checks).
- Research new jail management system.
- Explore offsite video visitation options.
- Pursue possibility of having Narcan in the jail.
- Fill a Sergeant's position.

JUVENILE CODE REVIEW

The facility is approved to temporarily hold juveniles accused of delinquent offenses (not status offenses) for up to six hours, excluding weekends and holidays, under sight and sound separation. This also includes adjudicated delinquents specifically making a court appearance.

It was reported and a review of records verified there were no secure holds since last year's inspection (jail staff still received annual policy training on juvenile holds). As was discussed during the inspection closeout, please notify this office when the operational plan is completely updated for formal review/approval.

SUMMARY OF INSPECTION

I met with Columbia County administrative, security, food service, and healthcare personnel 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 jail was in satisfactory condition. There were no substantial signs of graffiti or property defacing. It is apparent staff and inmates are held accountable for the cleanliness of the facility. A spot check of cell and housing unit conditions noted the following issues: (1) the noise level of the ventilation system in Pod 2B/2C remains higher than other units; and (2) recommend the installation of shower doors for all stalls in Pod 2A (scheduled for CY18). Inmate feedback regarding the conditions of confinement was generally positive (the only common-themed complaint was regarding inconsistent water temperatures). My observations during the inspection revealed cordial and professional interactions between staff and inmates. Jail administration and staff are to be commended for the positive climate.

VIOLATIONS

The following violations were documented during this year's inspection process:

☑ **Administrative Codes DOC 350.03(2) and DOC 350.06(3)** define what a "cell" is and how it can be used. It was reported and records verified there were occasions during this inspection period where female inmates slept on cell floors in Pod 2E due to overcrowding. This housing unit contains single cells only and is not authorized to house two inmates per cell (in accordance with **DOC 350.20**). Additionally, it was reported female inmates slept on the floor of Pod 2D during this inspection period (which is a 10-bed dormitory). Per **DOC 350.06(c)**, a detention strength bed is required for each occupant of a dormitory. Moreover, there are minimum space requirements for each occupant of a dormitory.

It is recommended a thorough review of the jail's classification system/housing plans is conducted to establish a population threshold which prevents individuals from having to sleep on the floor. As was discussed during the inspection closeout, I will be scheduling a follow-up meeting with jail administration to review further.

- ☑ **Administrative Code DOC 350.12(5)** requires inmate mattresses to be kept in good repair. A spot check of mattresses revealed noncompliance, as a number of mattresses were observed to have exceeded their proper life span (e.g. wearing away of outer fabric, tears, compressed, etc.). *It was reported during the inspection closeout that an inventory was completed and deficient mattresses were replaced.*

- ☑ **Administrative Codes DOC 350.16(7) and DOC 350.16(8)** require medications administered to or refused by an inmate shall be documented. A spot check of the medication administration records revealed noncompliance, as multiple unexplained gaps were observed on the MAR's.

- ☑ **Administrative Code DOC 350.18(1)(a)** requires jail security staff to personally observe inmates at staggered intervals not to exceed 60 minutes. A spot check of records revealed noncompliance, as some of the records reviewed contained wellness checks which exceeded 60 minutes in length. It should be noted inmates reported seeing staff at least once an hour when questioned during the inspection.

- ☑ **Administrative Code DOC 350.19(5)** requires the facility to be inspected by the local fire department at least once every 12 months. A review of records revealed noncompliance, as the jail was not inspected between 2/4/15 – 8/7/17.

- ☑ **Administrative Code DOC 350.24(3)** requires a due process hearing to be held within seven calendar days when an inmate is charged with a major rule violation (unless the inmate waives their right to a hearing). A spot check of inmate disciplines revealed noncompliance, as one incident noted a restriction of privileges for more than 24 hours without the individual being afforded a due process hearing. As was documented in last year's inspection report, administration is encouraged to develop and utilize standard due process forms for both minor and major disciplines (to ensure all applicable procedural steps are addressed).

- ☑ **Administrative Code DOC 350.25(3)** requires an inmate's progress in administrative confinement to be reviewed by a supervisor at least once every seven days and documented. A spot check of records revealed noncompliance, as one AC placement did not have documented supervisory reviews for each week in that status.

MISCELLANEOUS ISSUES

The following issue was also noted during this year's inspection process:

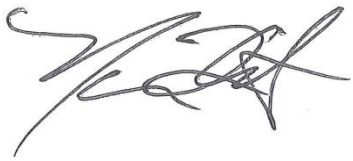
- ☑ **Administrative Code DOC 350.18(4)** requires formal counts to be completed and documented at least three times per day, with a minimum of one count per shift. A spot check of records verified general compliance; however, there were inconsistencies with the specific documentation of formal counts in the jail log.

APPROVAL

The Columbia County Jail is approved to hold adult offenders with a maximum rated capacity of 336. Additionally, the facility is approved to temporarily hold juveniles accused of delinquent offenses (not status offenses) for up to 6 hours under sight and sound separation. 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 the inspection. All of the materials I requested were well prepared and organized.

Please do not hesitate to contact my office should you have any questions regarding this year's inspection.

Professionally,



Nathan White, Inspector
DEPARTMENT OF CORRECTIONS

Cc: Darrel Kuhl, Chief Deputy
James Stilson, Lieutenant
Kristi Dietz, ODF
File

CHAPTER DOC 350 INSPECTION DOCUMENT

COUNTY: Columbia **DATE:** 8/9/17

INMATE HOUSING AND CLASSIFICATION

DOC 350.05 (3) (d) In jails that are constructed or substantially remodeled on or after September 1, 2014, double cells shall have a floor area of at least 25 square feet of unencumbered space per occupant.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☐	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☒	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.06 (3) (d), DOC 350.07 (4) In jails that are constructed or substantially remodeled prior to September 1, 2014, to be used for double occupancy, a cell shall have a floor area of at least 70 square feet. NOTE: ODF recognizes current code does not reflect the "grandfather" provision that prior to March 1, 1990, a cell shall have a floor area of at least 54 square feet.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☐	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: The Columbia County Jail was constructed in 1991 and has been remodeled twice.

DOC 305.20 Double celling. If approved by the department, the jail shall have policies and procedures relating to double celling.

DOC 305.20 (1) 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 joint determination shall be in writing and signed by the representatives of the county board and the sheriff and shall be filed 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 celling may not occur.

The written agreement between the County Board and Sheriff is on file with the department and contains the following elements:

- 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

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #101.14 addresses double celling (a staffing agreement was signed on 7/28/16).

DOC 350.20 (2) Inmates housed in the same cell shall have the same custody classification and be properly segregated as required under s. 302.36, Stats.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: A spot check of records verified compliance.

DOC 350.20 (3) For male and female housing areas, at least one cell or 15% of the jail's total number of cells, whichever is greater, shall be maintained for single occupancy.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.20 (4) Receiving cells may not be used for double occupancy.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.21 Inmate classification. All jails shall meet the requirements set forth in s. 302.36 Stats. The sheriff shall establish and maintain an objective prisoner classification system to determine prisoner custody status and housing assignment, and develop eligibility criteria for prisoner participation in available work assignments, programs and community service projects. The jail shall have policies and procedures relating to classification.

DOC 350.21 (1) Description of the objective prisoner classification system, including the identification and training of staff authorized to classify prisoners, initial classification and reclassification procedures and prisoner appeal process.

DOC 350.21 (2) Eligibility criteria for prisoner participation in available work assignments, programs and community service projects.

DOC 350.21 (3) Review of prisoner classification decisions.

- 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 process is in place for supervising personnel to complete a secondary review of reclassification and appeals.
- Sufficient housing exists to meet classification guidelines to male and female inmates.
- Inmates housed in the same cell shall have the same security classification and be properly segregated as required in s. 302.36 Stats.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #102.01 addresses inmate classification. The jail utilizes a decision-tree system for an objective classification instrument. A spot check of records verified compliance.

SAFETY AND SECURITY PRACTICES

DOC 350.18 Security. The jail shall have policies and procedures relating to jail security.

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

DOC 350.18 (1) Inmate supervision. The jail shall have a system providing for well-being checks of inmates. Policies and procedures shall provide that all inmates are personally observed by jail security staff at staggered intervals not to exceed the following: (a) 60 minutes (b) 15 minutes for inmates housed on suicide watch.

- All inmates are personally observed during each physical inspection.
- In housing units of multiple cells, officers are encouraged to complete physical inspections from within the housing unit.

DOC 350.18 (2) Supplemental observation. A video monitoring system may be used to supplement but not replace personal observations.

DOC 350.18 (3) Documentation. Each observation shall be documented.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☒	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #103.05 and #105.19 address inmate wellness checks.

*A spot check of records for hourly wellness checks revealed noncompliance, as some of the records reviewed contained wellness checks which exceeded 60 minutes in length. It should be noted inmates reported seeing staff at least once an hour when questioned.

*A spot check of records for suicide watches verified compliance.

DOC 350.18 (4) Inmate counts. Description of the system for physically counting inmates. Formal counts shall be completed and documented at least three times per day, with a minimum of one count per shift.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☒	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #103.07 addresses inmate counts. A spot check of records verified general compliance; however, there were inconsistencies with the specific documentation of formal counts in the jail log.

DOC 350.18 (5) Security inspections. Descriptions of procedures for conducting and documenting facility and area searches.

- Facility and area searches are completed and documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #103.06 addresses facility searches. A spot check of records verified compliance (searches are documented on a standard form).

DOC 350.18 (6) Inmate searches. Descriptions of procedures for conducting and documenting inmate pat down, strip and body cavity searches.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #103.04 addresses inmate searches. A spot check of records verified staff received annual strip search training in accordance with WI Stat. §968.255.

DOC 350.18 (7) Door and lock inspections. Monthly inspections shall be made to determine if all jail doors and locks within and to the secure perimeter of the facility are in good working order. Each inspection shall be documented.

- The remote security controls of doors and locks are all operable.
- All manufacturing doors, locks and releases are repaired in a timely manner.
- The jail staff demonstrate a proficiency in operating all locks, doors and releases.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #103.12 addresses door and lock inspections. A spot check of records verified compliance.

DOC 350.18 (8) Key control. Control and use of jail keys, including all of the following:

(a) All issued keys shall be inventoried and accounted for at shift change
(b) All keys shall be stored in a secure area and accessible in the event of an emergency
(c) Inmate are not permitted to handle or utilize jail keys.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #103.10 addresses key control. Staff become familiar with key use and storage during orientation and jail training.

DOC 350.18 (9) Weapons control. Introduction, availability, control, inventory, storage and use of firearms, chemical agents, electronic control devices or other related security devices and specification of the level of authority required for their access and use.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #103.03 and #103.08 address weapons control. Lock boxes are located at the entrances to the facility.

DOC 350.18 (10) Tools and sharps control. Introduction, availability, control, inventory, storage and use of tools and sharps within the facility.

- Documentation of the control and inventory is maintained

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #103.09 and #107.03.01 address tool and sharps control.

DOC 350.19 Fire Safety. The jail shall have policies and procedures relating to fire safety.

DOC 350.19 (2) Each jail shall develop a fire safety policy in accordance with local fire department recommendations that addresses all of the following:

a) Local fire department inspection requirements under sub. (5).
b) Fire protection equipment location and maintenance. Each jail shall have and shall properly maintain fire alarms, smoke and thermal detectors, fire extinguishers and self-contained breathing apparatuses which operate for at least 30 minutes.
   - Fire extinguishers are properly maintained with recorded time and date of inspection.
   - Fire extinguishers are properly placed, secured and easily accessible to staff.
   - A fire extinguisher suitable for grease fires is provided in the kitchen.
   - Jail staff can demonstrate proficiency in the use of fire protection equipment.
c) Training of staff in equipment use and the evacuation of inmates
   - Staff training is documented.
d) A written evacuation plan
   - Jail staff can articulate or demonstrate the evacuation routes and policies of the jail.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
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☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Policies #103.13 - #103.15 address fire safety. Fire extinguishers and SCBA's were observed in the facility (staff demonstrated the ability to operate an air pack). A spot check of fire extinguisher tags verified they are being serviced regularly.

DOC 350.19 (3) The evacuation route developed as part of the evacuation plan under sub. (2)(d) shall be posted in a conspicuous place for jail staff in the jail.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Evacuation information is available to staff in the control stations (evacuation binders were observed).

DOC 350.19 (4) Fire safety evacuation and other procedures shall be practiced or simulated by all jail staff at least once every 12 months. Each practice or simulation shall be documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.19 (5) The facility shall be inspected by the local fire department at least once every 12 months and a record thereof shall be maintained.

- The fire inspection report supports that the facility conforms to applicable fire safety codes.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☒	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of records revealed noncompliance, as the jail was not inspected between 2/4/15 - 8/7/17.

DOC 350.19 (6) There shall be monthly inspections of the facility to ensure compliance with safety and fire prevention standards. Inspections shall be documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.22 Use of Force. The jail shall have policies and procedures for the use of force.

DOC 350.22 (1) Jail staff may use physical force against an inmate only if force is necessary to change the location of an inmate or to prevent death or bodily injury to the staff member, the inmate or someone else, unlawful damage to property, or the escape of an inmate from the jail. 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.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Policy #103.03 addresses use of force. A spot check of records verified compliance.

DOC 350.22 (2) Any staff member who has used force to control an inmate or inmates shall submit a written report to the sheriff, jail administrator or the staff member's supervisor describing the incident. The report shall include all known relevant facts and be submitted by the end of the shift, unless otherwise authorized by the sheriff or sheriff's designee.

- Supervisory review is conducted and documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.23 Use of restraints. The jail shall have policies and procedures governing the use of restraints and control devices.

DOC 350.23 (1) Restraint devices are never used as punishment and are not applied longer than necessary.

- Inventories are conducted and documented.

DOC 350.23 (2) When an inmate is mechanically restrained for non-routine purposes, a written report must be completed by the end of the shift, unless otherwise authorized by the sheriff or sheriff's designee. Documentation shall include the reason for use, duration of use and corresponding wellness checks.

- Supervisory review is conducted and documented

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.24 Discipline. The jail shall have policies and procedures outlining inmate discipline and due process.

DOC 350.24 (1) Inmates rules of behavior. Every jail shall have written rules of behavior for inmates. At the time of admission, each person shall be notified verbally of the existence of jail rules for inmate behavior and the potential disciplinary actions for violations of the rules. Each inmate shall be provided with a copy of the jail rules or copies of the rules shall be posted in conspicuous places in the jail.

DOC 305.24 (2) Discipline for minor violation. (See code for specific language.)

(a) A minor discipline is a verbal or written reprimand, restriction of privileges or placement in disciplinary segregation for 24 hours or less.
(b) Inmate is informed of violation, potential discipline and disciplinary procedures for minor violations.
(c) Inmate has opportunity to make verbal statement about alleged violation to a staff member
(d) Staff member may impose a minor discipline if found that violation occurred
(e) Supervisor is informed of incident by staff member. If supervisor concludes violation is major, then it shall be handled in accordance with Sub. (3). If supervisor finds that no violation occurred, the inmate shall be notified that the charge has been dismissed.
(f) Inmate is notified of right to appeal and of appeal procedure.
(g) Information made part of inmate's file. If supervisor finds no violation occurred, the due process records shall reflect those findings.

DOC350.24 (3) Discipline for major violation. (See code for specific language.)

(a) A major discipline 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 s. 303.08, Stats., or restrictions affecting work release in accordance with s. 303.065, Stats.
(b) Written report to supervisor within 24 hours of incident
(c) Inmate notification of charges and right to hearing 24 hours in advance of hearing.
(d) Due process hearing within seven calendar days, unless inmate waives the right to a due process hearing.
  1. Impartial hearing officer or committee (not involved in incident)
  2. Inmate's right to be present at hearing, make a statement and present evidence. Reason for inmate's absence documented.
  3. Inmate's right to present witnesses. Reason for absence of witness documented.
  4. Inmate's right to staff advocate if inmate is illiterate or if issues are complex.
  5. Hearing officer may consider inmate's mental illness, developmental disability or other emotional or mental disability as a mitigating factor in imposing discipline.
  6. Written decision stating discipline administered. Copy to inmate.
  7. Inmate is notified of right to appeal and appeal procedure
  8. Incident information, discipline administered and decision shall be made part of inmate file. If found no violation occurred, the due process records shall reflect those findings.
e) If inmate waives right to a due process hearing, violation shall be disposed of in accordance with procedures for minor violations. Major discipline may be imposed if relevant staff member finds a violation occurred. Waiver does not constitute an admission of the alleged violation.

350.24(4) Classification.

(a) An inmate may be evaluated for custody classification following the imposition of discipline.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☒	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy series #104 addresses inmate disciplines.

A spot check of inmate disciplines revealed noncompliance, as one incident noted a restriction of privileges for more than 24 hours without the individual being afforded a due process hearing. As was documented in last year's inspection report, administration is encouraged to develop and utilize standard due process forms for both minor and major disciplines (to ensure all applicable procedural steps are addressed).

HEALTH CARE

DOC 350.13 Inmate health screening. The jail shall have policies and procedures for inmate health screening.

DOC 350.13 (1) Use of a health screening form that is developed in conjunction with health care professionals and is used at booking with each inmate to record information about medical, mental health and dental conditions, physical and developmental disabilities, alcohol or other drug abuse problems and suicide risk.

DOC 350.13 (2) Referrals to medical, mental health or supervisory staff in a timely manner in response to identified concerns. If urgent concerns are identified, the referral shall be immediate.

DOC 350.13 (3) Review of the health screening form by health care or other designated staff within 72 hours if non-urgent concerns are identified.

- Review by health care provider is conducted and documented.

DOC 350.13 (4) Documentation of health screening results and subsequent review of the health screening form 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 and suicide risk.
- A health screening form is completed for each inmate booked into the facility.
- The health screening forms are reviewed for completeness, accuracy, legibility and the appropriateness of the decisions made regarding referral, housing, classification and other actions.
- The identity of the person completing the health screening form is documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #101.06.05 and #105.04 address this standard. A health screening form is completed for inmates booked into the jail and healthcare staff review each form (completed forms were observed in individual medical files).

DOC 350.13 (5) A health appraisal that is to be completed within 14 days after arrival at the facility unless a health appraisal has been completed by health care staff within the previous 90 days. The health appraisal shall be completed by health care staff in accordance with protocols established by the responsible physician.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #105.04 and #105.04.01 address health appraisals. Completed forms were observed in individual medical files.

DOC 350.14 Inmate health care. There shall be sufficient equipment, material, space and supplies for the performance of health care services in a confidential manner.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☐	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: There is a health services unit for medical staff to see inmates [redacted].

DOC 350.14 (1) The sheriff shall provide or secure necessary medical and mental health 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.14 (3) Health care staff shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of records verified compliance.

DOC 350.14 (4) Medical records shall be kept separate from other records and shall be maintained in a confidential manner in accordance with s. 146.81 to s. 146.83, Stats., and any other applicable state or federal laws.

- Medical record accessibility is limited to medical staff, the jail administrator and the administrator's designees as appropriate.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Medical records are securely stored within the health services unit.

DOC 350.14 (6) Officers shall receive documented annual training on health care policies and procedures, medications and health screening at the time of admission.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of training records verified compliance.

DOC 350.15 Health care policy. The jail shall have policies and procedures for inmate health care.

DOC 350.15 (1) Documentation of health referrals made or health care provided.

DOC 350.15 (2) Maintenance of documents in an inmate's confidential file.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.15 (3) Names, addresses and telephone numbers of health care providers or agencies who have agreed to provide emergency and routine health care services for inmates.

- Contact information is available to staff.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.15 (4) Referral of an inmate to jail health care staff or to other agencies that provide health care.

- Health care referrals are made and documented.
- Staff are knowledgeable about the health care referral process.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.15 (5) Designation of staff who have authority to make health care decisions, including emergency medical and dental care.

DOC 350.15 (6) Non-emergency health care, including the use of an inmate's personal physician.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.15 (7) Schedule of inmate access to routine medical care.

- 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.
- An alternative means for inmates to access medical care is provided if the inmates are unable to read or write.

COMPLIANCE	VERIFICATION	
☒ Meets standard	☒ Policy and procedure manual review	☐ Previous compliance documented
☐ Needs improvement	☒ Sample of facility records reviewed	☐ Other (specify):
☐ Non-compliant	☒ Sight confirmation by inspector	
☐ Not reviewed	☒ Verbal confirmation by facility staff	

Comments: Nursing services are provided by both county staff and contracted staff. Generally, there is onsite nursing coverage during 1st and 2nd shifts. The contracted physician and nurse practitioner (from Divine Savior) are generally onsite two (2) days a week and on-call 24/7. Access to care is outlined in the inmate rules. It was reported if an inmate cannot read or write, the process will be explained to them.

DOC 350.15 (8) Provision for inmates with chronic medical conditions.

COMPLIANCE	VERIFICATION	
☒ Meets standard	☒ Policy and procedure manual review	☐ Previous compliance documented
☐ Needs improvement	☐ Sample of facility records reviewed	☐ Other (specify):
☐ Non-compliant	☐ Sight confirmation by inspector	
☐ Not reviewed	☐ Verbal confirmation by facility staff	

Comments:

DOC 350.15 (9) Procedure for processing inmate medical requests on a daily basis.

- Inmate medical requests are documented on an official medical request form.
- Written disposition of medical requests are retained in inmate's confidential medical file.

COMPLIANCE	VERIFICATION	
☒ Meets standard	☒ Policy and procedure manual review	☐ Previous compliance documented
☐ Needs improvement	☒ Sample of facility records reviewed	☐ Other (specify):
☐ Non-compliant	☐ Sight confirmation by inspector	
☐ Not reviewed	☒ Verbal confirmation by facility staff	

Comments: Completed forms were observed in individual medical files.

DOC 350.15 (10) Documentation in an inmate's confidential medical file of any referral and identification of the services provided, including emergency services.

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

COMPLIANCE	VERIFICATION	
☒ Meets standard	☒ Policy and procedure manual review	☐ Previous compliance documented
☐ Needs improvement	☒ Sample of facility records reviewed	☐ Other (specify):
☐ Non-compliant	☐ Sight confirmation by inspector	
☐ Not reviewed	☐ Verbal confirmation by facility staff	

Comments:

DOC 350.15 (11) Provision of special diet if ordered by a qualified health care professional.

- Special diets ordered by a qualified health care professional 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 qualified health care professional.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Alleged food allergies and medical diets are reviewed by the health authority. Ordered medical diets are reportedly noted in the inmate's file and communicated with the food service staff (special diet documentation was observed in the kitchen).

DOC 350.15 (12) Pregnancy management.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.15 (13) Maintenance of agreements between the jail and providers of health care services.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.15 (14) Use of health transfer summary form under s. 302.388 (2), Stats.

Wisconsin State Statute 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: The jail nurse has primary responsibility for completing HTS (unless not onsite, in which case a deputy fills out the form and the nurse receives a copy and co-signs after review). Completed HTS were observed.

DOC 350.15 (15) Communicable disease and infection control. Policies and procedures relating to communicable disease and infection control shall contain all of the following components:

(a) Provision of treatment and supervision of inmates during isolation or quarantine under s. 252.06(6)(b), Stats.
(b) Documentation of the need for isolation or quarantine under s. 252.06(6)(b), Stats., in the inmate's confidential medical file.
(c) Provision of laboratory screening for inmates who may have been exposed to a communicable disease if ordered by medical personnel.
(d) Provision for handling bio-hazardous waste and decontaminating medical and dental equipment in accordance with regulations.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Policies #105.14 and #106.05.01 address communicable disease and infection control.

DOC 350.15 (16) Detoxification and management of intoxicated inmates.

- Appropriate housing and supervision is provided.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.16 Control and administration of medications. The jail shall have policies and procedures relating to the control, delivery and administration of prescription and non-prescription medications.

DOC 350.16 (1) A qualified health care professional shall prescribe medications and order treatments.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Policies #105.07 - #105.10 address inmate medications.

DOC 350.16 (2) Designated trained staff may administer or deliver prescribed doses of medication at prescribed times. Annual documented training shall be provided to jail staff that deliver medications.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: The nursing staff have primary responsibility for the preparation of medications and deputies are responsible for the delivery of medications to inmates (med pass occurs 4 times a day or as directed). A spot check of records verified jail staff received medication administration training during this inspection period.

DOC 350.16 (3) 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Both jail and healthcare staff are responsible for the verification of medications brought to the jail.

DOC 350.16 (4) All medications brought into the jail shall be inventoried and placed in secure storage.

DOC 350.16 (5) Any medications kept at the jail shall be stored in a locked drug cabinet that is not accessible to inmates.

- 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Medications brought into the facility are documented on the Medication Intake Count Sheet. Stock prescription medications are stored [redacted] (accessible only to jail healthcare staff). [redacted].

DOC 350.16 (6) Administration or delivery of prescription and nonprescription medications to inmates.

- Personnel authorized to administer medications are listed in the current policy and procedure manual and accessible to all jail staff.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.16 (7) Medication administered or delivered to an inmate shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.

DOC 350.16 (8) All refusals of recommended or prescribed medications by an inmate shall be documented. A health care professional shall monitor the inmate in accordance with requirements of s. 302.384, Stats.

- All medication documentation is complete, accurate, and legible.
- The name of the pharmacist or qualified health care professional, 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 medication administration and delivery records are reviewed by the health care provider and/or jail administrator or designee for completeness, accuracy, and legibility.
- There are no unexplained gaps in the documentation and inmate refusals of medication are clearly indicated and documented.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☒	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: A spot check of medication administration records revealed noncompliance, as multiple unexplained gaps were observed on the MAR's.

DOC 350.16 (9) Return of an inmate's medication inventoried at admission.

DOC 350.16 (10) Inventory or disposal of unused medications upon the inmate's release or transfer.

- The return of an inmate's medication is documented.
- Unused medication is 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: It was reported nursing staff utilize a standard medication disposal form when necessary.

HIGH RISK SUPERVISION

DOC 350.17 Suicide prevention. The jail shall have policies and procedures relating to the supervision and housing of inmates who may be at risk of seriously injuring themselves.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Policy #105.19 addresses suicide prevention.

DOC 350.17 (1) Obtaining documented information from the arresting or transporting agency to assess an inmate's potential for suicide or self-harm.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Captured on the Jail Intake Sheet.

DOC 350.17 (2) Intake screening of inmates that includes interview items and staff observation related to potential suicide risk.

- 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.
- 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: As a part of the intake screening process, mental health questions are asked of each inmate (completed forms were observed in individual medical 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. As previously noted, all intake screenings are reviewed by healthcare staff.

DOC 350.17 (3) Procedure for placement of an inmate on suicide watch. Policies and procedures relating to the procedure for placing an inmate on suicide watch shall include all of the following components:

a) Immediate notification to designated supervisory staff if an inmate is identified as a suicide risk.
b) Designation of housing areas and security precautions for inmates who are placed on suicide watch.
c) Description of monitoring procedures for inmates on suicide watch, including frequency and documentation of wellness checks.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Inmates placed on a suicide watch are generally housed in a receiving cell within booking and are checked on at staggered intervals not to exceed 15 minutes (wellness checks are documented).

DOC 350.17 (4) Identification of trained persons who may assess an inmate's level of suicide risk.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Mental health services are coordinated through Paquette Mental Health and Northwest Connections.

DOC 350.17 (5) Notification to qualified mental health professionals within 12 hours of placement of a potentially suicidal inmate on suicide watch. Assessment by a qualified mental health professional shall be completed as soon as practicable.

- Recommendations and decisions from qualified mental health professional are documented and maintained at the jail.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.17 (6) Identification of qualified mental health professionals who are authorized to remove an inmate from a suicide watch status after an on-site face-to-face assessment.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.17 (7) Frequency of communication between health care and jail personnel regarding the status of an inmate who is on suicide watch.

- 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Applicable information is disseminated between shifts and documented (e.g. shift debriefings, jail log, mental health referral form, etc.).

DOC 350.17 (8) Intervention protocol during an apparent suicide attempt, including life-sustaining measures.

- 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.
- Staff received training on emergency response, including 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: First aid kits, AED's, and cutdown tools are maintained in the facility (staff are able to identify where they were located).

DOC 350.17 (9) Identification of persons to be notified in case of attempted or completed suicides.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.17 (10) Documentation of actions and decisions regarding inmates who are suicide risks, including all of the following:

(a) Individual initiating the suicide watch.
(b) Date and time watch was initiated.
(c) Reason watch was initiated.
(d) Name of supervisor contacted.
(e) Date and time supervisor contacted.
(f) Name, date, and time of referral to mental health professional.
(g) Written documentation from the mental health professional removing an inmate from a suicide watch including name, date and time.
- Supervisory review of the relevant documentation is completed.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: The Suicide Watch Log captures this information.

DOC 350.17 (11) Implementation of 2 hours of annual documented staff training regarding suicide prevention and identification of risk factors.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of training records verified compliance.

DOC 350.17 (12) Access by staff to debriefing and support services.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.17 (13) Implementation of an operational review following a suicide or significant suicide attempt.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.25 Administrative confinement. In this section, "administrative confinement" means a non-punitive, segregated confinement of an inmate in his or her cell or other designated area to ensure personal safety and security within the jail. The jail shall have policies and procedures outlining the administrative confinement proces.

DOC 350.25 (1) An inmate may be placed in administrative confinement if the inmate's continued presence in the general population meets one of the following:

(a) Presents a substantial risk of physical harm to the inmate, another person or property.
(b) Threatens the security and order of the jail.
(c) Inhibits a pending disciplinary investigation.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: Policy #104.04.02 addresses administrative confinement.

DOC 350.25 (2) A jail staff member shall inform his or her 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 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. This review shall include evaluation of inmate's classification.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.25 (3) An inmate's progress in administrative confinement shall be reviewed by a supervisor at least once every seven days. 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. Each review shall be documented.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☒	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of records revealed noncompliance, as one AC placement did not have documented supervisory reviews for each week in that status.

DOC 350.25 (4) The reason an inmate is placed in administrative confinement and the length of time the inmate remains in administrative confinement shall be documented in the inmate's file.

- The inmate is informed of the reasons and conditions of the inmate's Administrative Confinement.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

RECORDS AND REPORTING

DOC 350.10 Records and reporting.

DOC 350.10 (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		VERIFICATION			
☒	Meets standard	☐	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.10 (2) Storage of records. Records shall be kept in a secure area. Juvenile records shall be kept separate from adult records and shall be maintained in a confidential manner in accordance with s. 938.396, Stats., and any other applicable federal or state law.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☐	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: General inmate 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(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 (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.
- 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.
- Hallways are free of clutter and obstructions.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: In summary, the overall appearance of the jail was in satisfactory condition. There were no substantial signs of graffiti or property defacing. It is apparent staff and inmates are held accountable for the cleanliness of the facility. A spot check of cell and housing unit conditions noted the following issues: (1) the noise level of the ventilation system in Pod 2B/2C remains higher than other units; and (2) recommend the installation of shower doors for all stalls in Pod 2A (scheduled for CY18). Inmate feedback regarding the conditions of confinement was generally positive (the only common-themed complaint was regarding inconsistent water temperatures).

DOC 350.12 Sanitation and Hygiene. The jail shall have policies and procedures relating to sanitation and hygiene.

DOC 350.12 (1) Facilities are required to be clean and in good repair.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.12 (2) Blankets shall be laundered monthly and before reissue.

DOC 350.12 (3) Sheets, pillowcases and mattress covers shall be changed and washed at least weekly and before reissue.

DOC 350.12 (4) Clean towels shall be issued to each inmate twice a week.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: It was reported (and the inmates verified) blankets are laundered once a month and bedding/towels are twice a week.

DOC 350.12 (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. Mattresses shall be cleaned and sanitized before reissue.

DOC 350.12 (6) Suppliers of mattresses and pillows shall be provide evidence to the sheriff that the products are fire retardant, waterproof, and easy to clean.

DOC 350.12 (7) Mattresses shall be of proper size to fit the bed.

COMPLIANCE		VERIFICATION			
☐	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☒	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: A spot check of mattresses revealed noncompliance, as a number of mattresses were observed to have exceeded their proper lifespan (e.g. wearing away of outer fabric, tears, compressed, etc.). It was reported during the closeout that an inventory was completed and deficient mattresses were replaced.

DOC 350.12 (8) 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. Footwear shall be cleaned and sanitized before reissue.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Necessary clothing is provided at intake.

DOC 350.12 (9) Laundry schedule shall be established to meet daily needs. All issued and allowed clothing items are laundered twice weekly.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: It was reported (and the inmates verified) clothing is laundered twice a week.

DOC 350.12 (10) Vermin and pests are controlled with an effective, documented program. 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.12 (11) After 24 hours, inmates shall 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 for females 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.12 (12) Inmates are provided cleaning materials daily. Tables used for common use and meals shall be kept sanitized. Door traps used for passing meals or other items shall be kept sanitized.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Inmates reported having access to cleaning supplies on a daily basis.

DOC 350.12 (13) Safety and sanitation inspections of the jail are completed and documented at a minimum of once monthly.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of records verified compliance.

DOC 350.12 (14) Common use grooming tools are disinfected and cleaned before reissue and are stored in a secure area.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.12 (15) Property storage containers shall be sanitized before reuse.

- Property storage containers may include bags, bins, totes and lockers.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.12 (16) Trash is removed daily from all dayrooms.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.12 (17) Hazardous waste shall be disposed of according to government regulations.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

INMATE SERVICES

DOC 350.26 Grievance Process. The jail shall have policies and procedures relating to an inmate grievance process and ensure it is available to all inmates and includes at least one level of appeal.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #101.13 addresses the inmate grievance process.

DOC 350.27 Legal Access. The jail shall have policies and procedures to address inmates' access to the courts, their attorneys, and legal materials.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☒	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #108.02.02, #108.03.02, #108.04.04, and #108.08 addresses legal access. An electronic law library is available for inmate use.

DOC 350.28 Indigence. The jail shall have policies and procedures to address indigence.

DOC 350.28 (1) The jail shall establish definitions and procedures to define indigence.

DOC 350.28 (2) Inmates' access to health care, programming and essential services is not precluded by inability to pay.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #101.12.03 addresses indigence.

DOC 350.29 Mail. The jail shall have policies and procedures relating to written contact between inmates and their families, friends, attorneys, the court system, government officials and others.

DOC 350.29 (1) Provision for staff inspection and reading of non-privileged incoming and outgoing mail.

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

DOC 350.29 (2) 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.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #108.01 - #108.03 address inmate mail. Mail procedures are explained in the inmate rules.

DOC 350.29 (3) Delivery of all non-privileged and approved privileged incoming mail.

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

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.29 (4) Inventory and disposition of contraband items found in mail.

- Contraband items are inventoried and documented.
- Contraband is promptly turned over to supervisory staff.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.29 (5) Provision of postage to indigent inmates.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.29 (6) Provision for notifying inmates when outgoing or incoming mail is withheld.

- A non-delivery of mail form is completed and provided to the inmate when mail is confiscated, destroyed, or rejected.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Per policy, inmates will be notified of any mail that is not delivered or mailed.

DOC 350.30 Visitation. The jail shall have policies and procedures relating to visitation.

DOC 350.30 (1) Establishment of a visiting schedule for family, friends, attorneys, and others. Attorney visits shall be allowed during reasonable hours, as long as security and daily routine are not unduly interrupted.

DOC 350.30 (2) Establishment of procedures for requesting visitation during nonscheduled times.

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

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy series #108.04 addresses inmate visitation. Visitation procedures are explained in the inmate rules. Detainees are generally afforded four 20-minute visits per week (one for each day it is available…Thursday - Sunday). Visits are conducted through a video monitor. Per policy, visits during non-designated hours may be allowed at the discretion of the jail officer and/or supervisor in special circumstances.

DOC 350.30 (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.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments: All visitors are required to sign the VISITOR REGISTRATION SHEET/PROFESSIONAL VISITATION LOG.

DOC 350.30 (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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.30 (5) Posting of visitation policies and procedures, including visitation schedule, in a place readily accessible to visitors and inmates.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: The visitation schedule is posted in the inmate rules, the lobby, and the CCSO website/phone tree.

DOC 350.30 (6) Establishment of a search policy for inmates before and after each visit.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.31 Programs and services. The jail shall have policies and procedures relating to the provision of inmate programs and services.

DOC 350.31 (1) Use of community resources, contract providers, and volunteers authorized by the sheriff.

DOC 350.31 (2) Notification to inmates of availability, eligibility, and schedules.

DOC 350.31 (3) Conducting criminal background checks on all volunteers, community resources, and contract providers.

DOC 350.31 (4) Orientation and training on facility operations for all volunteers.

DOC 350.31 (5) Educational programming for inmates who are under 18 years of age consistent with the requirements of the Department of Public Instruction.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #102.01, #108.05, #108.11, and #108.12 address inmate programs.

DOC 350.32 Religious programming. Inmates shall have the opportunity to participate in practices of their religious faith consistent with existing state and federal statutes. The jail shall have policies and procedures relating to religious programming.

DOC 350.32 (1) Identification of religious organizations and clergy willing to conduct religious services in the facility.

DOC 350.32 (2) Notification to inmates of the schedule of religious services available in the jail.

- Staff demonstrate a knowledge of the procedure for assessing and responding to inmate requests for religious services.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #108.05 and #108.11 address religious programming. A nondenominational service and Bible study occur weekly. Individual consultations can also be facilitated.

DOC 350.32 (3) Identification of religious items that 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.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.32 (4) Conducting criminal background checks on members of a religious organization and clergy.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.32 (5) Orientation and training on facility operations for all volunteers.

- Documentation of the orientation and volunteer agreement is on file.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.33 Recreation. The jail shall have policies and procedures relating to recreation.

DOC 350.33 (1) Identification of the recreational activities that are available.

DOC 350.33 (2) Schedule of recreational activities.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #108.09 addresses inmate recreation. When questionned, inmates reported having weekly access to the recreation area.

DOC 350.33 (3) When and where available, at least one hour of daily exercise and recreation is outside the cell or outdoors.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.34 Publications. The jail shall have policies and procedures relating to access to publications.

DOC 350.34 (1) Provision of publications of general interest for inmates such as books, newspapers and magazines.

DOC 350.34 (2) Identification of publications that are prohibited for inmates because their content creates a security risk.

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

DOC 350.34 (3) Inspection of publications 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		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policies #108.02.04 and #108.07 address publications. A library is available to inmates and reading materials were observed in the housing units during the inspection.

DOC 350.35 Canteen. The jail shall have policies and procedures for the establishment and use of canteen, vending or other similar services for inmates.

DOC 350.35 (1) Canteen shall be made available to eligible inmates.

DOC 350.35 (2) Access to canteen may be restricted by the facility based upon inmate classification or status.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy #108.10 addresses canteen. Canteen is provided by Stellar Services and inmates are generally allowed to order weekly (commissary procedures are outlined in the jail rules).

FOOD SERVICE

DOC 350.11 Food Service. The jail shall have policies and procedures relating to food service.

DOC 350.11 (1) The jail shall provide nutritious and quality food for all inmates.

DOC 350.11 (2) An annual menu review by a qualified nutritionist or dietician shall be completed and maintained in the facility files.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☒	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Policy series #107 addresses food service. Meals are prepared onsite by both inmate workers and Summit food service staff. On the date of the inspection, I received a copy of the food service menu which is cycled through every four (4) weeks. The menu provides an average minimum of 2500 calories per day. A compliance statement from a Registered Dietician verified that food content and nutritional needs are appropriate.

It should be noted inmate feedback regarding food service was positive.

DOC 350.11 (3) An annual inspection of all full-production and service kitchens in a jail by a qualified, independent outside source documenting that the food service area meets health and safety codes.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: EcoSure conducted an inspection of the kitchen on 3/22/17.

DOC 350.11 (4) Internal monthly inspection of the food service area is completed and documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: A spot check of records verified compliance.

DOC 350.11 (5) The kitchen area and all equipment are maintained in a sanitary condition. Routine inspections are completed and documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (6) Three nutritious meals are provided daily, two of which are hot. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (7) Food temperatures are properly maintained.

- Documentation of daily food preparation temperatures is maintained.
- Documentation of periodic serving temperature readings is maintained.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Daily food temperature logs were observed.

DOC 350.11 (8) Food items are stored appropriately at least 6 inches off the floor. Opened food packages are stored in airtight containers that are labeled and dated. Food items are stored in appropriate locations and temperatures.

- Documentation of daily cooler and freezer temperatures is maintained.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☐	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (9) Special diets are provided as prescribed by a qualified health care professional.

- Documentation of special diet orders is maintained.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Special diet orders were observed in the kitchen.

DOC 350.11 (10) An inmate may abstain from any foods that violate the inmate's religion. Consistent with available resources, the jail shall provide a substitute from other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (1).

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (11) Inmates assigned to the kitchen who prepare or serve food shall bathe or shower daily and be provided a clean uniform.

DOC 350.11 (12) No person who is known to be infected with any illnesses transmittable by food or utensils may be employed or work as a food handler in a facility.

DOC 350.11 (13) All persons who work in food service areas shall wear clean garments and clean caps or hairnets and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of the fingernails.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Inmate workers were observed in clean uniforms and wearing gloves/hair nets.

DOC 350.11 (14) Inmate workers are provided orientation and training prior to assignment in the kitchen area.

- Documentation of orientation and training is maintained.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (15) Inmate workers are supervised throughout all aspects of food preparation and service.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (16) Food and drink shall be protected from contamination. Meals are covered during transit to and within the facility.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (17) Kitchen food storage and dishwashing equipment temperatures are routinely monitored and documented.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Daily temperature logs were observed.

DOC 350.11 (18) Garbage containers are covered, emptied daily, and are kept clean.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments:

DOC 350.11 (19) Cleaning agents are stored separately from food service items.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☐	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☒	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Cleaning agents are stored in a locked room, separate from food products.

DOC 350.11 (20) A security procedure is in place to control and account for sharps, tools and utensils at all times.

- Documentation of daily control and inventory is maintained.

COMPLIANCE		VERIFICATION			
☒	Meets standard	☒	Policy and procedure manual review	☐	Previous compliance documented
☐	Needs improvement	☒	Sample of facility records reviewed	☐	Other (specify):
☐	Non-compliant	☐	Sight confirmation by inspector		
☐	Not reviewed	☒	Verbal confirmation by facility staff		

Comments: Sharps are secured [redacted] and a log is maintained daily (documentation was observed). Food service staff also inventory kitchen utensils on a daily basis (documentation was observed).