

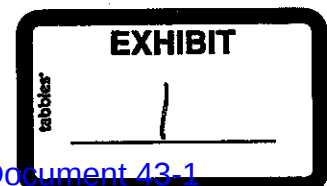
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II.01 - JAIL POLICY AND PROCEDURE MANUAL

Policy

The Calumet County Sheriff's Department will develop Policies and Procedures to ensure that jail operations are conducted safely, efficiently and in accordance with all applicable statutes.

The Policies and Procedures of the Sheriff's Department are considered orders signed by the Sheriff and will be adhered to as such.

II.01.00.10 - Availability of Manual.

A. The Jail Policy and Procedure Manual can be accessed by computer in the jail as follows:

1. Click on the green "start" button in the lower left corner of the screen.
2. Click "My Computer" in the right hand column.
3. Under Network Drives click on "Sheriffdept\$ on 'Calcounty'(L:).
4. Click on the "Jail" folder.
5. You will see several documents; click "Calumet County Jail Policy".

B. Any person who wishes to have a printed copy of the manual may contact the Jail Administrator to request a copy.

1. The Jail Administrator will assess the needs of the person requesting a printed copy and may approve or deny the request.

II.01.00.20 - Responsibilities.

A. Jail Administrator.

1. Responsible for developing Policies and Procedures as required by statute or as needed as circumstance dictate.
2. Regularly review all policies and procedures to ensure they are in conformance with state and local requirements and current department practice.
3. Update Policy and Procedure as needed to ensure continued compliance with state and local law and changing conditions.
4. Ensure that all Jail Staff are familiar with policy and procedure that affect them.
5. Provide copies of current Jail Policies and Procedures to the Wisconsin Department of Corrections, Calumet County Corporation Counsel and Jail staff.

B. Department Personnel.

1. Responsible for adherence to all policies and procedures that have been distributed.
2. Discuss any policy and procedural discrepancies or suggestions with a supervisor.

II.01.00.30 - Modification of Manual.

- A. The Jail Administrator will develop a draft policy and procedure.
- B. The draft policy and procedure will be submitted or discussed with jail supervisors and correctional officers as needed.
- C. The draft policy will be submitted to the County Corporation Counsel for review if necessary.
- D. The Jail Administrator will develop a final policy and procedure and submit it to the Captain for approval.
- E. The Jail Administrator will submit all policy and procedure to the Sheriff who will provide final review and approval.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Policy and Procedure Manual
POLICY NUMBER: II.01R	REPLACES POLICY NUMBER: II.01
EFFECTIVE DATE: 01/30/09	SCHEDULED REVIEW DATE:
APPROVED BY: Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.2 - SANITATION AND HYGIENE

- A. Inmates assigned to the kitchen will wear disposable gloves when handling or serving food and shall bathe or shower daily.
- B. Blankets shall be laundered or sterilized before reissue. Blankets used with sheets shall be laundered at least every 3 months and blankets used without sheets shall be laundered at least weekly.
- C. Sheets and pillowcases shall be changed and washed at least weekly.
- D. Clean towels shall be issued to each inmate twice a week.
- E. 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.
- F. Suppliers of mattresses and pillows shall provide evidence to the sheriff that the products are fire retardant, waterproof and easy to clean.
- G. Mattresses shall be at least 3 inches thick and of proper size to fit the bed.
- H. 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.
- I. 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.
- J. After 24 hours, inmates shall be notified that, upon request, they will be provided with towels and toilet articles sufficient for the maintenance of cleanliness and hygiene, including toothpaste and toothbrush, soap and comb. Basic feminine hygiene materials and toilet paper shall be provided to inmates upon request. There shall be no common use of toothbrushes, combs, shaving materials or feminine hygiene materials.

II.3 – ADMISSIONS/RELEASE

POLICY

The Calumet County Jail is responsible for booking and safely holding inmates as required by State Statutes and the Judicial System.

II.3.00.10 Accepting Prisoners

- A. The on duty correctional officer shall have the responsibility to use sound judgment in accepting prisoners when one or more of the following conditions are present:
1. Certain juvenile situations.
 2. Mentally ill/despondent.
 3. Apparent serious illness.
 4. Intoxicated – alcohol level above .30.
 - a. A person may be in danger at a level below .30 when there is obvious and serious impairment that endangers the person.
 5. Drugged or a serious dependency.
 6. Physically violent as a result of any of the above.
 7. Displaying broken bones, bleeding, bruises or apparent suffering of internal injuries.
 8. Unconscious or suffering apparent seizure or convulsion.
 9. Unable to walk under own power.
 10. Pregnancy when suffering fever, abdominal cramps or pain, in labor.
 11. The inmate has been in the jail before and has a history of serious medical problems.
- B. Prior to admitting a prisoner who is ill or injured into the jail, the correctional officer shall request that the arresting officer or agency to provide the following:
1. Proper care for the prisoner, including commitment, if necessary.
 2. A medical clearance form or report completed and signed by a physician indicating the prisoner is acceptable for admission into the jail.
- C. If the arresting officer or agency refuses to care for the prisoner, the correctional officer must accept the prisoner and see that proper treatment is given to the prisoner.

1. The correctional officer shall make a report of such an incident and refer it to the jail administrator.
- D. The arresting/transporting officer shall remain in the jail area until such time as the prisoner has been properly processed and is placed in a secure area or until the officer is released by the correctional officer.
1. The arresting or transporting officer shall complete an Arresting Officer Form prior to being released by the correctional officer.

II.3.00.20 Booking Prisoners

- A. All prisoners shall be booked and processed prior to any court appearance.
- B. The corrections officer shall complete a medical and mental health screening of the inmate using the jail screening form located in the Medical Drawer in the Screening folder of the jail management system. When complete, the screening form will be printed and signed by the inmate and correctional officer. A Medical Notice form (40JL19) will also be completed and the inmate will sign the form or the correctional officer will write, "Refused" on the form if the inmate is uncooperative.
 1. If the inmate was transferred from another institution and a Health Transfer Summary was sent with the inmate the corrections officer will review that form for important health related information.
- C. A file folder will be prepared with the inmate's full name and jail booking number.
- D. The prisoner will be checked with the FAST ID System.
- E. The prisoner's name will be checked with the TIME system, NCIC, CIB and Criminal History files.
- F. The subject will be entered into the jail management computer system (JMS), by completing all applicable screens.
- G. Photograph the inmate, left side and front. If subject wears glasses, take two frontal photos, one with glasses and one without. The subject will remove any hat or headgear for photos.
 1. Photos should be taken of any scars, marks or tattoos that may help identify the person unless it is necessary to touch or expose the persons genitals, pubic area, buttocks, anus or a female's breast.
- H. Fingerprints will be taken of all prisoners held for misdemeanor or felony violations.
- I. The corrections officer shall inventory all personal property of the inmate using the JMS. Ensure that an accurate description of all property is recorded.

1. If the prisoner will be held in the jail or for another law enforcement agency, deposit all money into the inmate's canteen account and place the money into the Cash Drawer envelope.
 - a. The Cash Drawer envelope will be kept in the jail safe at all times except as needed to deposit money and receipts or to balance the account.
 2. All other valuables such as checkbooks, credit cards, watches, jewelry, wallets, purses or identification that is not allowed to enter the jail will be sealed in an envelope or bag and placed into a property locker or the jail safe.
 3. Personal property such as clothing and personal papers that are not allowed to enter the jail will be secured in a property locker located in the Multipurpose Room or Huber locker room.
 4. When complete the property form will be printed and the inventory signed by the inmate; if there are discrepancies the officer will attempt to satisfy the issue or if the inmate refuses to sign the corrections officer will write "refused" on the line.
 - a. The Mail and Rulebook statements will be explained to the inmate, the inmate will initial each statement or the corrections officers will write "refused" on the line.
- J. Upon arrival at the jail, all prisoners shall turn over all prohibited items and valuables that are not allowed into the jail cell.
1. An inmate at the discretion of the corrections officer may be offered protection from punishment of jail rules and regulations for possession of any items that are turned in upon admission, if the item does not constitute a violation of state and/or federal statutes.
 2. Contraband shall be confiscated, inventoried and turned over to the Evidence Custodian for safekeeping or disposal.
- K. Upon admission, the corrections officer shall provide an orientation to the inmate including a copy of the Jail Rules, Mail and Medical Care procedure. The corrections officer will attempt to answer any reasonable questions.
- L. All prisoners will be thoroughly searched and change into a jail uniform per jail policy section II.15 Searches and Seizures prior to placement into a housing area.
- M. If the prisoner refuses or is unable to be booked, the corrections officer shall complete the following:
1. Initiate the medical and mental health screening form noting as much information as possible which can be obtained from the prisoner, the arresting/transporting officer, visual observation of the prisoner, the prisoner's personal property and any other sources that may be available.
 2. Enter available information into the JMS program.

3. Inventory and secure all personal property and valuables.
4. The remaining steps of the booking process will be completed as soon as possible and prior to release.

N. If the person will be booked and immediately released due to a court booking or an offense for which a signature bond is issued, the corrections officer shall complete the following prior to release;

1. The subject will be entered into the JMS program by completing all applicable screens.
2. Fingerprints will be taken for all subjects booked for misdemeanor or felony violations.
3. Photographs will be taken as indicated in paragraph G above.

II.3.00.30 - Probable Cause Determination.

A. Any non-sentenced prisoner who is held in the jail on new charges only MUST have a judge or court commissioner review the charges within 48 hours of incarceration and determine if there is sufficient probable cause to continue to hold the person.

1. A probable cause determination will be required when a person is taken into custody on new charges prior to 5:00 p.m. on Saturday as the prisoner will not appear in court within 48 hours.
2. A probable cause determination will also be required during holiday periods when court will not be session for 48 hours or more.

B. The arresting agency is responsible to furnish the jail with a report documenting the reasons for holding the prisoner within 48 hours of incarceration.

1. If the arresting agency has not furnished a report within 24 hours a correctional officer or supervisor will contact the arresting agency and request a report. The arresting agency will be informed that the prisoner will not be held beyond 48 hours unless a probable cause determination is obtained.
2. The report will be signed by the officer and the signature will be notarized.

C. The corrections officer is responsible to make contact with the judge or designated court commissioner and to read the report to them.

1. The corrections officer will place the call from the dispatch center using a taped phone line.
2. The judge or court commissioner will determine if there is probable cause to continue holding the prisoner. If the person will be held the judge or court commissioner will give the corrections officer permission to sign the judge or court commissioner's name on the copy of the probable cause determination form.

3. The judge or court commissioner may authorize release of the prisoner; the corrections officer will follow the directions of the judge or court commissioner in releasing the person.

D. If a report is not obtained within time, a corrections officer or supervisor will contact the arresting agency to notify them of the prisoners pending release. The corrections officer or supervisor will recommend that a signature bond be issued for the prisoner and request any special conditions the agency may want to impose.

1. The prisoner will be released from the jail if the signed probable cause determination is not obtained within 48 hours from the start of incarceration.

II.3.00.40 Computer Failure.

A. When the JMS Program is out of service a "Manual Booking" will be done using the following procedure.

1. Complete a Manual Booking form for the inmate.

2. If the next Booking Number is known it will be entered onto the form.

- a. If the next Booking Number is unknown that area of the form can be left blank.

B. When the JMS becomes available the manual bookings will be entered in the order they were received into the jail.

1. When entering the manual bookings into the system the corrections officer will check for discrepancies between the booking number written on the manual forms and those produced by the computer.

- a. If any discrepancies occur the corrections officer will make copies of the booking sheets, attach them to the corresponding manual forms and place them in the sergeant's box. The sergeant will notify the Information Services Department in an attempt to correct the discrepancy.

II.3.00.50 Release of Inmate.

A. Prior to release the corrections officer will verify that they have authority to release the inmate.

1. The inmate's sentence has been served.

- a. Or weekend complete if serving sentence on weekends.

2. Cancellation of an Order to Detain by Probation and Parole.

3. OWI violator is released to responsible adult or is now sober and able to care for self.

4. Cash Bail has been posted.
 5. Signature Bond has been signed.
 6. A TTY or other documentation is received from another agency that has a hold for the inmate authorizing release.
 7. The inmate is transferred to another jail.
 8. The court or a supervisor has granted a furlough or leave.
 9. The inmate is placed in a facility on an emergency commitment.
- B. The corrections officer will verify that there are no other warrants, warrants or detainers for the person.
- C. When a sentenced inmate completes his/her sentence the corrections officer will determine the time of release. The time will usually be between 0500 and 0700, but may be as early as 0001 or as late as 2359.
- D. The corrections officer will collect and inspect all County Property received from the inmate.
1. Inspect cell/bunk area for damage.
 2. Count and inspect bedding and towels.
 3. Inspect Jail Rule Book.
 4. Inspect and return library books.
- E. The corrections officer will supervise the clothing exchange and collect and inspect the jail uniform.
- F. The corrections officer will collect and return all inmate property.
1. Collect and return inmate medications.
 2. Collect and return property from the property/medication lock box.
 3. Collect and return all property from the assigned locker(s) and collect all locker keys.
 4. Complete the property release portion of the JMS, print and have inmate sign for property.
- G. The corrections officer will complete or verify that all applicable forms authorizing release have been completed.
1. Signature/Cash Bond form.

2. Cancellation of Order to Detain.
 3. Intoxicated Driver Release form.
- H. The corrections officer will ensure that the inmate's financial requirements are completed.
1. When it is known that the inmate will be released the corrections officer will contact the jail secretary to close the inmate's Stellar System account.
 - a. The jail secretary will close the inmate's account and issue a check or print an invoice that the corrections officer will give to the inmate upon release.
 2. If the jail secretary is not available to close the account the corrections officer will verify the inmate's current address and prepare a department envelope with the inmate's name and address to forward the check or invoice to. The envelope will be placed with the shift cash drawer receipts.
- I. The corrections officer will document release of the inmate by completing all applicable screens in the JMS program.
- J. When releasing an inmate who was arrested for a domestic abuse violation, the corrections officer will notify the Harbor House of the release at 800-970-1171, and the arresting law enforcement agency.
1. The corrections officer will complete the Notification of Domestic Abuse Shelter form (40JL18). The completed form will be stapled to the inmate's booking file after notifications have been made.
- K. The corrections officer will review or complete an inmate Release Checklist form located in the JMS in the Release Drawer and the Release Checklist folder.
- L. If the inmate was serving a sentence for another agency, in addition to the above, the corrections officer will notify that agency of the inmate's release and document the notification in the inmate's JMS file.
- M. Release of a Calumet County inmate serving a sentence at another jail.
1. When a corrections officer receives notification of an inmate's release from another agency the corrections officer will place that documentation into the inmate's JMS file.
- N. After completing the release of an inmate the corrections officer will place the inmate's booking file in the appropriate location in the secure booking room file cabinet.

II.3.00.60 Jail Registry

- A. A registry of all persons detained in the jail shall be kept as described in DOC 350.11. It shall be the responsibility of the corrections officer on duty to complete the register when a prisoner is admitted to the jail.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Admissions
POLICY NUMBER: II.3R1	REPLACES POLICY NUMBER: II.7
EFFECTIVE DATE: 07/01/09	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Sheriff, Calumet County	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.4 - FAST ID SYSTEM

Policy

The Fast ID System will be used in an attempt to obtain a positive identification for all prisoners who are held in the jail or transferred to another facility as a Calumet County safe keeper.

- A. All prisoners including juveniles, who are to be held in the jail or transferred to another facility as a safe keeper shall have an identification check done with the fast ID system during the booking process.
 - 1. Any prisoner who is going to be released from custody after booking may be checked with the Fast ID system at the discretion of the correctional or arresting officer.
- B. Calumet County Officers and other agencies may bring unknown persons into the jail to be checked with the Fast ID system.
 - 1. The officer must remain with the person at all times unless the person is to be booked into the jail.
 - 2. The correctional officer will complete the identification check.
 - 3. If there are no charges for the person have them removed from the jail immediately after the identification check.
 - 4. If the person will be jailed proceed with the normal intake procedure.

Procedure

- A. Obtaining a Fast ID check.
 - 1. Press the upper left blue key under the word "LOGON".
 - 2. Enter password: "12345" and press the green "OK" key.
 - 3. Press the upper left blue key under the word "IDENT".
 - 4. Press any key to continue.
 - 5. Place the person's right index finger on the platen making certain the fingertip touches the top of the finger guide (directly below the zero). Do not roll the finger.
 - 6. Remove the finger when prompted with "REMOVE FINGER ANALYZING".
 - 7. Repeat with left index finger when prompted with "PLACE LEFT INDEX".
 - a. If an index finger is amputated, press the upper left blue key that says "AMPUT".
 - b. If an index finger is bandaged or otherwise unprintable, press the second blue key from the left beneath the word "BANDAG".

8. After reading both fingers the unit will display "SENDING DATA TO SERVER WAITING FOR REPLY".

a. In most instances it will take approximately 60 seconds to receive a response.

9. If there is a match, the unit will display "IDENTIFIED". Press the second blue key from the left under "NEXT". The display will show the SID # (state ID), birth date, sex and race of the person.

a. After you have verified the information provided by the unit, if further identification is necessary the SID number can be used to run a criminal history through the TIME system.

B. If there is no match or after the necessary information has been obtained press the upper right blue key under the word "DONE". Press the upper right blue key again under the word "LOGOFF".

CALUMET COUNTY JAIL		
SECTION: II	SUBJECT: Fast ID System	
POLICY NUMBER: II.4	REPLACES POLICY NUMBER: New Policy	
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel		DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:		
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II.5 - HEALTH CARE

A. The Calumet County Jail has adopted the Policies and Procedures issued by Health Care Professionals, LTD (HPL).

1. Calumet County has entered into an agreement with Health Care Professionals, LTD to provide health care services and physician oversight to the Calumet County Jail.

B. Availability of HPL Policy and Procedure Manual.

1. The jail office computer can access an electronic copy of the health care policy and procedure manual.

- a. Click on the "Health Care Policy" icon on the monitor.
- b. A copy of the Policy and Procedure manual will come up; page down to the Table of Contents.
- c. Any Section or Topic can be viewed by clicking on the Section or Topic header.

2. A printed copy of the policy and procedure manual is located in the Health Office.

- a. This copy will remain in the Health Care Office or be returned immediately after use.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Health Care
POLICY NUMBER: II.5	REPLACES POLICY NUMBER: II.2 (2004 Manual)
EFFECTIVE DATE: 05/01/06	SCHEDULED REVIEW DATE: 05/01/07
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL: 04/20/06
MISCELLANEOUS INFORMATION:	
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II.6 - TRANSFER OF HEALTH CARE INFORMATION

II.6.00.10 - Purpose:

- A. To help ensure continuity of care for incarcerated inmates when inmates are transferred from one correctional facility to another;
- B. To provide adequate information to health care providers and custodial staff at correctional facilities to ensure proper care of inmates, while maintaining the confidentiality of inmate health care information.
- C. To ensure compliance with the provisions of s. 302.388, Wis. Stats.

II.6.00.20 - Sending Of Health Care Information On Inmates.

- A. At anytime that an inmate is transferred to another correctional facility (county jail, house of corrections, or state prison), a Health Transfer Summary form (DOC 2077), regarding that inmate shall be completed and sent along with the transporting officer.
- B. When a transfer is scheduled to occur at a future date or time which allows jail nursing staff to complete a Health Transfer Summary form, correctional staff shall do the following prior to the transfer: Prepare a transfer envelope with a health transfer label. Attach a note detailing the name of the inmate to be transferred, the date of the transfer, and the name of the institution where the inmate will be transferred. The envelope and attached note shall be placed in the file holder in the Health Office.
 - 1. Jail nursing staff shall complete a Health Transfer Summary form based on the instructions provided on the back of the form. A copy of the form shall be made and the original form placed in an envelope, the envelope will be clipped to the inmate's jail file.
 - 2. When the inmate is transferred, correctional staff will complete section 5 of the form in regards to the time of last medication dosage (if applicable), seal the envelope and send it with the transporting officer.
- C. If the inmate transfer occurs on short notice which does not allow jail nursing staff to prepare a Health Transfer Summary, correctional staff shall complete the following:
 - 1. Prepare a Health Transfer Summary form by completing sections 1,2,5 and 6 of the form.
 - a. In completing section 5 of the form, if applicable, make a copy of the inmate's medication sheet to be sent with the form and check the appropriate box in section 5 of the form. If the inmate is not currently on any prescribed medications, indicate that fact by checking the appropriate box in section 5.
 - b. Make a complete copy of the inmate's medical file including Medical Intake Screening forms (40JL29 and 40JL30), and Mental Health Screening forms (40JL28 and 40JL27), but excluding information about an inmate's treatment for mental illness, developmental disabilities, alcoholism or drug dependence.

c. Make a copy of the Health Transfer Summary form (DOC 2077), and attach the original as a cover sheet to the copy of the inmate's medical file. Seal these items into a transfer envelope, label the envelope and send the envelope with the transport officer.

D. A copy of all completed Health Transfer Summary forms shall be maintained in the inmate's confidential medical file, as it is a confidential medical record.

E. Consent of inmates for transfer of their health care information shall not be required (per provisions of s.146.82(2)(a)20, Wis. Stats.).

II.6.00.30 - Medications.

A. If an inmate is taking prescribed medications, the person completing the form will indicate on the form, in Section 5, whether or not those medications were sent with the transferred inmate. If an inmate is transferred on a writ and/or is expected to return to the Calumet County Jail prior to the next required dosage, medication need not be transferred with the inmate.

B. If medications are sent, they will be packaged carefully and appropriately labeled with the inmate's name and a copy of the medication log, noting the dose/frequency and date/time it was last taken.

II.6.00.40 - Receipt Of Health Care Information Of Inmates.

A. Whenever a Health Transfer Summary form has been received along with a transferred inmate, the corrections officer or jail nursing staff receiving such form will review the form and complete Section 8 of the form, indicating the name of the receiving facility, the date and time it was received, and the printed name of the person receiving it.

B. When Health Transfer Summary forms or medical files of transferred inmates have been received, the jail nurse shall review the information and file all forms and information in the inmate's medical file.

C. Upon receipt of Health Transfer Summary forms or medical files, when the jail nurse is not available, the correctional officer booking the inmate will review the information for any immediate medical needs. This information will be forwarded to the nurse as soon as possible.

D. Steps 1, 2 and 3 above will also be followed if and when a revised Health Transfer Summary form is received.

II.6.00.50 - Requests For Additional Information On Inmate's Health Care Status Or Condition.

A. If the jail nurse or corrections staff have any questions or concerns or require additional information about a transferred inmate's health care status, based upon review of the Health

Transfer Summary form or medical file for that inmate, he or she will contact a designated health care provider at the sending institution to request such information.

B. The jail nurse or corrections officer requesting the information will document that requests were made, including the date and time of the request and the person to whom the request was made.

C. The jail nurse or corrections officer will document all requested information when it is received.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Transfer Of Health Care Information
POLICY NUMBER: II.6R2	REPLACES POLICY NUMBER: II.9R1
EFFECTIVE DATE: 07/01/2007	SCHEDULED REVIEW DATE: 06/01/2008
APPROVED BY: Gerald A. Pagel	DATE OF APPROVAL: 06/21/07
MISCELLANEOUS INFORMATION:	
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II.07 - Mental Health

Policy

To ensure that the mental health care needs of inmates are met and to ensure the safety of inmates and staff, corrections officers shall evaluate, assess and properly document all inmates for indications of possible mental or emotional problems. Inmates shall be supervised, which may include referrals to mental health professionals.

Procedure

II.07.00.10 – Care of Inmates with Mental or Emotional Problems.

A. Intake Screening.

1. During the booking/screening process of each new inmate, the corrections officers will remain alert to signs and symptoms indicating that the inmate may be mentally or emotionally distressed. The booking officer shall:
 - a. Review any papers or records accompanying the inmate.
 - b. Have arresting/transporting officer complete the Arresting Officer Form (40JL05).
 - c. Complete the Medical and Mental Health Screening Tool found in the jail management system in the Medical Drawer and the Screening Folder.
 1. Completed screening will be printed and signed by the corrections officer and the inmate; the form will be placed in the Health Care Office for review by a jail supervisor and jail nurse.
 2. After review the form will be placed into the inmate's jail medical file.
 - d. Record visual observations of the inmate's behavior.
2. Inmates who demonstrate symptoms of psychological problems or request professional help, not having a counselor of their own will be referred to the Calumet County Human Services Department for assessment as indicated in section II.07.00.20 of this policy.

B. Recognition of Distressed Inmates.

1. Jail staff should watch for the following signs which among others, can indicate that an inmate may be experiencing serious mental or emotional distress or may be mentally ill.
 - a. In making an assessment, the corrections officer should consider that mental or emotional distress may be present if the inmate's behavior is characterized by its extreme degree, its inappropriateness to the situation, or if the behavior is unusual for that particular individual.

2. Signs and symptoms to watch for include:

- a. Depression: Characterized by prevailing sadness, “the blues”, slowed-down system, sleeping difficulties, or excessive sleeping, change in eating patterns, possible weight loss, apathy or despondency, withdrawal, feelings of helplessness and hopelessness, any possible variety of physical complaints.
- b. Extreme Agitation: Characterized by high-level tension, anxiety and very strong emotions such as guilt or rage.
- c. Anxiety: Characterized by feelings of being fearful much of the time although with little apparent cause or reason for the fear; he/she seems at the time to be in a state of panic.
- d. Withdrawal: Characterized by loss of interest in other people, belongings or activities. Refusal to communicate, maintenance of a fixed posture, sleeping all-day and awake at night.
- e. Confusion: Characterized by a disorientation as to time, place, person and so on; unaware of what is going on around him; being quite forgetful; inability to remember things, either very recently or in the more distant past or both.
- f. Manic Behavior: Characterized by a period of hyperactivity, racing thoughts, much talking, great energy, flights of ideas, possibly grandiose schemes, possibly claim to need little sleep; often but not always, this behavior alternated with a period of depression.
- g. Unduly Suspicious Thought Patterns: Characterized by constant suspiciousness, “paranoia”, particularly dangerous when these thoughts are clearly not grounded in reality.
- h. Unusual or Bizarre Streams of Thought: Generally characterized by long strings of words that do not seem to make sense.
- i. Delusions and/or Hallucinations: Characterized by claims of seeing or hearing things that others do not perceive – such as commands from God or the devil, to behave in a certain way, or the belief that one is an important figure such as Jesus, Napoleon or the Sheriff. (NOTE: Delusions and hallucinations may also be the result of drug intoxication).
- j. Complaints of Physical Symptoms That Have No Basis in Reality: May involve complaints or vague symptoms that keep the person from doing something that he/she would like to do, or specific symptoms which are clearly unrealistic such as, their heart has stopped or stomach is gone.
- k. Extreme Unkempt Appearance: Characterized by seeming inability to take care of basic sanitary and hygiene needs.

3. Behavioral symptoms to watch for include:

- a. Inmate talks of suicide, of wishing to be dead, or actually threatens to commit suicide. This is particularly significant if he discusses a specific method of committing suicide.
- b. Inmate begins to give away his/her possessions, especially when he/she is not eligible for release in the near future.
- c. Inmate suddenly behaves in a very calm, resigned manner, particularly if they have previously been agitated or depressed.
- d. Inmate harms or tries to harm self physically.
- e. Inmate has used alcohol and/or drugs and has also demonstrated generally unstable behavior in jail or on the outside.
- f. Inmate refuses to see visitors, particularly family or friends, and becomes very withdrawn.

C. Documentation.

1. If Jail staff suspects that an inmate may be mentally ill or a suicide risk, they will appropriately document their observations, assess the level of risk and take the appropriate action. The proper manner in which this will be conducted is:
 - a. Jail staff noticing inmate behavior, which could indicate possible mental or emotional distress or mental illness, will document all observations in the jail management system by completing a Medical Sick Call, accessed in the Medical Drawer and Sick Call Folder, objectively describing the inmate's behavior. The oncoming corrections officer(s) will be made aware of the situation. The sick call will be referred to the jail nurse will also be made aware of this information at her next visit.
 - b. If an inmate is placed in a holding/receiving cell, a corrections officer will make physical checks as often as necessary. Jail staff will document any comment, reaction, attitude, appearance, and any other information that the inmate relays to the staff.
2. REMEMBER: Good documentation is the professional way to share your thoughts and observations with other jail staff members. It also provides needed information to medical/mental health care professionals. Also, share your observations verbally with other staff members and supervisors. It is part of your duty as a corrections officer to debrief and document.

D. Management and Supervision of Troubled Inmates.

1. When dealing with seemingly troubled inmates, jail staff should consider that their own behavior might have a significant effect on the emotional well being of the inmates. Accordingly, the following guidelines should be kept in mind:

- a. Try to structure situations for inmates as much as possible. During booking and other times, an inmate may feel very anxious about their situation or about the future. Taking a minute to explain what is going to happen can relieve anxiety. Briefly explaining the reason for a rule or procedure can allay the inmates' suspiciousness or anxiety.
 - b. Take time to listen to inmates.
 - c. Do not be quick to give advice, particularly medical advice or advice about personal relationship matters.
 - d. Do not lie to the person or promise to do something that you either have no intention of doing or are not sure that you can do.
 - e. If the inmate is talking about ideas that seem very bizarre or are clearly unrealistic, do not argue. Just agree that there are different ways of seeing things, and that others may not share their perspective of the situation. Avoid agreeing or disagreeing with obvious distortions; accept these opinions as real for that person. In some cases, their thoughts are the results of chemical imbalance in the person's mind and nothing that you say or do can alter their thinking.
2. If faced with an inmate who is experiencing a severe emotional crisis:
- a. Try to calm the person and relieve some of their anxiety by communicating firmness, reasonableness, confidence and control.
 - b. If possible, remove the inmate from the scene of the crisis and place in another area or cellblock.
 - c. Explain to the inmate how you see the problem, what is being done and what the outcome is likely to be. For example, tell the inmate that they will be able to call family or friends, or that the jail mental health worker will soon arrive.
 - d. Tell the inmate that you expect the crisis is just temporary, that things can be worked out. Sometimes, just giving a person that perspective can be very reassuring.
 - e. If the crisis is severe enough to warrant the assistance of a mental health professional, contact the Calumet County Human Services department.

II.07.00.20 – Referral to Department of Human Services.

A. Non-emergency referrals during normal business hours Monday-Friday 8:00 am – 4:30 pm.

- 1. An inmate may be referred to the Department of Human Services for the following reasons:
 - a. The inmate is requesting to meet with a mental health therapist, AODA counselor or psychiatrist.

- b. The inmate is making statements about harming self or wanting to die.
 - c. Jail staff determines through screening, observation or some other manner that the inmate is in need of or would benefit from these services.
 2. The jail sergeant or another supervisor will make the referral by phone or email to the Human Services Clinical Services Supervisor (currently Tom Swenson) and the Human Services jail liaison (currently Tim Fale).
 - a. The referral will provide the inmate's name and reason for referral.
 - b. The urgency of the matter will also be documented in the referral.
 - c. Jail Staff will have the inmate complete a Department of Human Services Authorization To Use And Disclose Confidential Information form (30HS26C) prior to the referral.
 3. If the Sergeant or a supervisor is not available a corrections officer may contact the Human Services Clinical Services Supervisor and the Human Services Jail Liaison or call the Calumet County Human Services Department at 849-1400.
 4. If jail staff determines that a referral is urgent and requires a response within the business hours of that day, the Human Services Access Worker of the day should be contacted at 849-1400.
 5. Jail staff will document, in the sick call document and/or incident report that a referral was made, including the response (i.e., whether a human services professional indicated that they would see the inmate, etc.).
 6. The inmate's status will be discussed at briefing for the next shift.

B. Emergency or after hours referrals.

1. An inmate may be referred to the Department of Human Services as an emergency for the following reasons:
 - a. The inmate makes suicidal statements and jail staff feel that an attempt is imminent.
 - b. The inmate harms or attempts to harm self.
 - c. The inmate is highly intoxicated and/or incapacitated by alcohol or controlled substances or is suffering from serious withdrawals.
2. A corrections officer, jail sergeant, jail supervisor or any Sheriff's Department staff member will contact the Calumet County Crisis Line at 849-9317 and request them to page the Calumet County on-call worker.

- a. Jail staff will also contact dispatch and request a patrol officer or investigator respond to the jail to complete the emergency placement of the inmate.

C. Department of Human Services Response.

1. Non-emergency response will be based on the urgency of the matter as determined by the Human Services Department.

- a. Urgent response will be within 24 hours.
- b. Less urgent response will take place within three or four business days.
- c. The Human Services jail liaison or caseworker will contact the jail sergeant or jail office to set up an appointment to meet with the inmate.

2. An inmate's jail medical records may be requested prior to an appointment with a human services worker or psychiatrist.

- a. Prior to release of any records the inmate must complete the Department Of Human Services Authorization To Use And Disclose Confidential Information form (30HS26C).
- b. The jail nurse or a jail supervisor may forward copies of the following documents to the Clinical Services Supervisor or the requesting case worker by interdepartmental delivery:
 1. The most recent copy of the jail medical intake screening form.
 2. Copies of current Medication Logs.
 3. Copies of other notes, forms, test results, or other pertinent information compiled after the most recent health screening forms were completed.

3. Emergency or after hours response.

- a. Crisis will contact the on-call Human Services Crisis Worker.
- b. The crisis worker will contact Sheriff's Department Staff and facilitate placement of the inmate on an emergency hold.
- c. Jail Staff will advise the Crisis Worker of any charge or detainer that require the inmate's transfer back to the jail after discharge from the hospital or facility.

D. Communication/Documentation.

1. If a Human Services professional visits an inmate upon referral the corrections officer will document the visit in the JMS visiting log and the sick call document recording any specific recommendations for observation and care of the inmate. Additionally the

Human Services worker may send the jail a copy of any recommendations or changes in treatment they suggest in regard to the visit.

2. Jail staff will follow suggestions for care of inmates given by the human services worker. However, if a particular suggestion seems unreasonable or impractical, the corrections officer should contact the jail nurse, sergeant, jail administrator or another supervisor to discuss the issue.
3. The Human Services worker will be kept informed of the inmate's behavior or change in status, communication can be made by phone or email.

II.07.00.30 - Assessment of Suicidal Risk.

Policy

In order to minimize the likelihood of an inmate attempting suicide all jail staff will remain alert to signs indicating that an inmate is a possible suicide risk. All corrections officers who observe that an inmate may be a suicide risk will document their observations and refer the inmate to a mental health professional for evaluation.

Procedure

- A. Corrections officers and other staff members will remain alert to the following signs and symptoms of emotional distress that among others could indicate an inmate is a possible suicide risk.
 1. Depression.
 2. Extreme agitation.
 3. Alternating manic and depressed behavior patterns.
 4. Unduly suspicious or paranoid thought patterns.
 5. Inmate talks of suicide, wishing to be dead, or actually threatens to commit suicide. This is particularly significant if the inmate discusses a specific method of committing suicide. ALL such threats or references to suicide are to be taken seriously.
 6. The inmate begins to give away personal possessions, especially when the inmate is not going anywhere.
 7. The inmate suddenly behaves in a very calm, resigned manner, particularly if he has previously been agitated or depressed.
 8. The inmate harms or tries to harm himself physically.
 9. The inmate has abused alcohol and/or drugs and has also demonstrated generally unstable behavior within the jail or outside.

10. The inmate refuses to see visitors, particularly family or friends.

B. Corrections officers and other jail staff will consider the following to be generally high-risk times for suicidal behavior, and remain particularly alert during such times:

1. Upon admission to the jail, particularly if this is a first arrest or if the person is a prominent member of the community whose alleged offense is likely to cause him/her great embarrassment.
2. Following initial court appearance, in which the inmate is remanded to custody.
3. Just prior to trial.
4. During trial, particularly if things seem to be going badly for the inmate.
5. Between the end of the trial and the sentencing date, or after a probation/parole revocation hearing.
6. Following a visit in which the inmate received bad news or in which considerable friction seemed apparent between an inmate and visitor.
7. If the inmate receives bad news of the death or serious illness of a loved one which occurred during the inmate's incarceration.
8. During major holidays, such as Christmas and Thanksgiving, or on personal anniversaries of the inmate.

C. Documentation of Observations.

1. Corrections officers and other jail staff noticing behavior which could indicate that an inmate is a possible suicide risk but does not seem to be in a crisis situation (i.e., there is no indication that the inmate is about to attempt suicide) will document their observations in a sick call document.
 - a. A copy of the sick call entry will be printed and forwarded to the jail sergeant or jail administrator and the jail nurse. Such documentation should continue as necessary. A mental health referral should be made to the Human Services Department.
2. Every staff member has the responsibility to be sure that a mental health professional has been notified for an inmate who is felt to be suicidal. A suicide watch should be declared and the inmate treated as indicated in section II.07.00.40 Management and Supervision of Suicidal Inmates, paragraphs B or C, below.
3. A corrections officer must never assume that notification has been made to a mental health professional. If there is no indication in the jail log that Human Services has been notified and visited the inmate, the officer must assume that no notification was made and should contact a supervisor or the Human Services Department.

II.07.00.40 - Management and Supervision of Suicidal Inmates.

Policy

Once an inmate has been identified as a possible suicide risk, general guidelines for management and supervision of such inmates shall be followed. In addition, specific suggestions from the mental health worker will be followed, consistent with related policy and procedure.

If an inmate is undergoing a serious mental or emotional crisis, which could result in a suicide attempt, corrections officers will follow appropriate procedures for handling crisis situations.

Procedure

A. If a corrections officer believes that an inmate is a potential suicide risk, he/she will make a determination as to the level of risk present and document this finding in a JMS Incident Report accessed in Reports and Incident Reports section off the system.

1. Based on this determination the inmate may be placed on a Standard Watch or a High Risk suicide watch.

B. Standard Watch.

1. An inmate may be placed on a standard watch under the following circumstances:
 - a. When the person exhibits some of the behaviors noted in Section II.07.00.30 paragraphs A and B above, but does not provide any clear indication that he/she is considering self-harm.
 - b. When a corrections officer feels that the person may be at risk due to their behavior or the circumstances of their incarceration.
 - c. If jail staff receives information from another person that the inmate may be at risk although the inmate denies thoughts of self-harm and/or does not exhibit any other indications.
2. The corrections officer or a supervisor will then determine whether to house the person in a holding/receiving cell or in general population.
 - a. The inmate will be checked at intervals that staff determines is necessary to monitor the inmate. Checks will be recorded in the jail log if the inmate is in general housing or on a Special Watch Sheet form if the inmate is placed in a holding/receiving cell.
 - b. Personal items including clothing and bedding that jail staff determine are not necessary may be limited until the inmate is evaluated by a mental health worker and/or a supervisor determines that the items may be returned to the inmate.
3. The latest information about the inmate will be discussed at briefing for each shift.
4. The inmate's watch status may be changed if a jail supervisor determines it is necessary to monitor the inmate more closely or that the inmate is not a risk. The supervisor will

document the reasons for the change of status in the jail log. When making a decision the supervisor may consider the following:

- a. Jail staff observations of the inmate.
- b. Information provided by a Human Services professional.
- c. Information provided by the jail nurse.
- d. Observation and interview of the inmate conducted by the supervisor.

C. High Risk Watch.

1. An inmate will be placed on a High Risk Watch under the following circumstances:
 - a. The inmate indicates that he/she is thinking about hurting or killing them self.
 - b. When a corrections officer feels that the person may be at risk due to their behavior or the circumstances of their incarceration.
 - c. When a mental health worker or supervisor determines that the person is at risk to hurt them self or commit suicide.
2. When an inmate is placed on a High Risk suicide watch the inmate will be placed in a holding/receiving cell.
 - a. Corrections Officer will document all observations and frequency of checks on a Special Watch Sheet form and in the jail log. In no case shall it be more than every fifteen (15) minutes up to and including constant observation, depending on the level of need.
 - b. The inmate may be issued a High Risk Smock to wear, if issued, no other clothing (including underwear) or bedding will be allowed in the cell.
 - c. If the person is actively suicidal and is harming them self they may be restrained in the Pro-Straint chair.
 - d. No other personal property will be allowed in the cell unless approved by a supervisor.
 - e. A correctional officer shall make personal contact with the inmate at a minimum of once per hour to inspect the cell and to determine that the person has not harmed them self.
 1. Personal interaction and verbal communication is very valuable in a suicide prevention strategy. Electronic surveillance devices are never a substitute for personally checking on a suicidal inmate. At best, such devices are aids or supplements.

3. The latest information about the inmate will be discussed at briefing for each shift.
 4. The inmate will remain on the High Risk Watch until a jail supervisor determines it may be terminated or the inmate be placed on a standard watch. When making a decision the supervisor may consider the following:
 - a. Jail staff observations of the inmate.
 - b. Information provided by a Human Services professional.
 - c. Information provided by the jail nurse.
 - d. Observation and interview of the inmate conducted by the supervisor.
- D. When an inmate is removed from a High Risk watch the reasons for the change will be documented as follows:
1. The corrections officer will enter the information on the Special Watch Sheet and submit the sheet to a jail supervisor. An entry will also be placed in the jail log.
 2. The jail supervisor will note the reasons for the change of status on a "Termination of High Risk Watch Status" form. This form will be attached to the Special Watch Sheets; these forms will be placed in the inmate's medical file.
- E. If the suicide risk is deemed to be very high (that an apparent suicide attempt is imminent) the corrections officer shall make an immediate emergency referral to a Human Services professional (after business hours this shall be accomplished by calling the Crisis Intervention line).
- F. The following general guidelines should be considered when supervising an inmate who is considered to be a suicide risk. A Human Services professional may provide specific suggestions for the supervision and management of a particular inmate; this information will be followed by jail staff and documented in the jail log.
1. An inmate placed on a standard watch may remain in a housing area with other inmates when a corrections officer determines it may be in the inmate's best interest.
 - a. Many people, when feeling suicidal, will respond positively to being with other people. This enables the person to talk with someone and allows others to alert jail staff if a suicide attempt appears imminent. It may be helpful to ask other inmates to keep an eye on the person.
 2. Placing certain inmates in a group setting may not be helpful. An example might be a person whose crime is so repulsive to others that they would not be supportive of the troubled inmate. It is best to isolate and closely monitor an inmate in this circumstance.
 3. An inmate who insists that he/she intends to commit suicide and that no one will prevent it, will be placed on a high risk watch, isolated and have all means of hurting himself/herself removed, including blankets, clothing, etc.

4. If an inmate is depressed and it seems to be based on a loss of contact with family or friends, it may be desirable to arrange a visit for the inmate with family or friends.
5. If at all in doubt about what to do, consult with a Human Services professional from Calumet County Human Services at 849-1400. After business hours, call the crisis line at 849-9317 or 832-4646.

G. Continued Care.

1. Psychological Therapy:

All counseling and therapy should be conducted within the jail. Any referrals for therapy outside the jail will need approval of a supervisor.

2. Psychiatric Medication:

- a. All medication administered to inmates will be in strict conformity with the policy and procedures governing medications described in DOC 350.20.
- b. When medication is delivered to an inmate who is a suicide risk extra precautions will be taken by the corrections officer to make sure that the person does not store the medication.

3. Substance Abuse:

Inmates who are sentenced to the Calumet County Jail are to be given reasonable opportunity to attend substance abuse counseling and meetings within and outside the jail setting. Requests to attend counseling outside the jail will be allowed per the inmate's classification under direction of the Calumet County Human Services Department and/or approval by a supervisor.

II.07.00.50 – Intervention in Apparent Suicide Attempts.

- A. In the event of a suicide attempt, corrections officers shall immediately respond to the area. Remember that security and safety of jail staff is very important and must be considered in dealing with apparent jail suicide attempts. Do not immediately enter the inmate living area alone to help the apparent suicide attempt victim.
1. Call for back-up assistance and request that they bring an emergency response bag.
 2. Request the communications center to dispatch an ambulance.
 3. Direct other inmates in the living area to enter their individual cells, if applicable and lock them in.

- a. When other inmates in the living area have been secured and/or the corrections officer feels it is safe, entry and rescue efforts should be made.
 4. Corrections officers are encouraged to carry disposable gloves to wear so as to avoid contact with blood or other bodily fluids, etc. See Contact With Contagious Disease/Hazardous Materials and Bloodborne Pathogens policy in Section I Administration, 1 General Duties, Parts S and T.
- B. If an inmate is seen hanging in his/her cell, enter the area with another officer:
1. Lift the victim to relieve pressure on his/her neck. Support the victim's head while doing so.
 2. Cut the item by which the inmate is hanging (sheet, towel, item of clothing etc.). The best practice is for one officer to hold the inmate up while the other officer cuts the hanging implement. A "911 knife" (located in all response bags), will be used in cutting down the victim.
 3. Carefully lower the inmate to the floor being sure to support his/her neck. Lay the inmate on his/her back with head and neck midline.
 4. Assume that any hanging attempt can involve neck and spinal cord damage; unnecessary movement of the head and neck can make any such damage worse.
 5. If the inmate is unconscious and appears to be in cardiac arrest (no respiration and no pulse), begin CPR and attempt to revive the person using the Automated External Defibrillator. Provide any other necessary first aid.
- C. If an inmate has made a cutting attempt, try to control bleeding with direct pressure first. If the cut was to an extremity (arm or leg), also elevate the limb.
- D. If an inmate is encountered who has injured himself/herself in any way, first aid should be applied as appropriate for that injury.
1. If the inmate appears to be unconscious and not breathing but there are no indications of harm (cuts, etc.), assume that the inmate may be suffocating. Check the inmate's mouth for foreign objects. If none are apparent, follow first-aid guidelines to try to clear the airway and/or expel the obstruction.
- E. Preservation, documentation and notification.
1. The scene of any attempted or successful suicide will be preserved until evidence can be documented and collected. Evidence such as notes, ligatures or cutting instruments will be photographed and collected as evidence and entered into the department evidence room for preservation.
 - a. An investigator and/or department evidence technician can be contacted to assist with the collection.

- b. Digital images of the incident recorded by jail security cameras will be saved on CD and submitted with the report.
2. Inmates who were present in the same housing area will be removed and separated until interviewed. All inmates will be thoroughly searched as they are removed.
3. Following any suicide attempt or successful suicide, staff members involved will prepare and submit an accurate, comprehensive written report. The report will detail all important aspects of the incident including intervention methods, first-aid applied, statements made by the inmate or other inmates, and follow-through procedures.
4. The Sheriff, Captain and Jail Administrator shall be notified in the event of any attempted or completed suicide.
 - a. The sheriff will determine which officials or agencies will conduct the investigation of the incident.
 - b. It shall be the responsibility of the Jail Administrator to notify the family of the inmate, the regional Department of Corrections Detention Specialist, the County Administrator, and other appropriate state or local officials in such cases.

II.07.00.60 - Emergency Detentions (State Statute 51.15).

- A. When a corrections officer has reason to believe that an inmate is or may be in need of emergency detention, the corrections officer shall:
 1. Take any immediate action that may be required (example: combative or suicidal inmate).
 2. Summon assistance and/or medical treatment, if needed.
 3. Contact a supervisor.
- B. If emergency detention is appropriate, the Calumet County Crisis Intake Worker will arrange a room for the person at a Health Care Facility. The shift supervisor, patrol officer or an investigator will prepare the proper intake forms and arrange transportation of the inmate.
 1. Corrections officers will prepare a report documenting the behavior and actions of the inmate during the incident.
- C. Emergency Placement Due to Developmental Disabilities of Aging or Like Incapacities (State Statute 55.06(11)(A)).
 1. Use the same procedure as in Section H (Emergency Detention).
 2. When a person arrives at the jail that is in need of protective placement due to incapacitation due to developmental, aging or other like disabilities the corrections officer could refuse to accept the inmate and require the arresting officer/agency to seek placement in a medical facility for the person.

D. Protective Custody for Inmates in Need of Detoxification (statute 51.45 (11)(B)).

1. Use the same procedure as in section F (Emergency Placement).
2. When a prisoner arrives at the jail and appears to be dangerously incapacitated by alcohol, the corrections officer could refuse to accept the prisoner and require the arresting officer/agency to seek emergency placement of the subject in a medical facility for treatment until such time as the subject has been medically waived for custody in the jail.
3. When deciding whether to refuse to accept a prisoner the corrections officer may consider the following:
 - a. The alcohol content of the person. If the prisoner has an alcohol content of .30% or higher he/she should be considered dangerously incapacitated and referred for an emergency placement.
 - b. The degree of incapacitation of the prisoner. Is the prisoner ambulatory and able to communicate or is the person totally incapacitated. Some people have a low tolerance for alcohol and may be dangerously incapacitated well below an alcohol content of .30%.
 - c. The amount of alcohol the prisoner has had to drink and the time of the last drink. Based on this information it may be determined whether the prisoner's alcohol content will be increasing or decreasing with time.
 - d. The demeanor of the prisoner.
4. If the arresting officer is unable to commit the prisoner on an emergency placement, the officer must obtain a signed Medical Clearance form from a medical facility.
 - a. Any prisoner held in the jail with dangerously high alcohol content should be placed in an holding/receiving cell and checked at a minimum of every 15 minutes.
 - b. These checks will be documented on a Special Watch Sheet form and in the jail log.

II.07.00.70 – Disposition of Investigation and Reports.

- A. All correctional officers involved in an incident where an inmate harms them self will be responsible to accurately complete an incident report and log entries and forward a complete copy of the documentation to the jail sergeant.
- B. The jail sergeant will be responsible for the following:
 1. Review the documentation for accuracy, completeness and adherence to jail policy and procedure.
 2. Discuss and refer any incomplete documentation to the appropriate corrections officers for completion/revision.

3. Forward a complete copy of the incident to the jail administrator and to document and discuss any problems, or policy compliance issues with the jail administrator.

C. The jail administrator is responsible for the following:

1. Review of all incident reports for completeness, problems, and adherence to policy and procedure.
2. Review incomplete reports and apparent policy violations with the sergeant in an effort to correct any deficiencies.
3. Ensure that corrective action is taken with staff members when performance deficiencies require.
4. Review findings of the investigation and discuss findings and issues with the Sheriff and Captain.
5. Plan and implement any policy/procedural changes and/or training that are necessary or appropriate to ensure compliance with policy.
6. Schedule and document that a critical incident stress debriefing and/or counseling is offered for jail staff and other person's including inmates, affected by the incident.
7. Forward a copy of an incident report to the regional Department of Corrections Detention Specialist.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: MENTAL HEALTH
POLICY NUMBER: II.07R3	REPLACES POLICY NUMBER: II.07R2
EFFECTIVE DATE: 08/01/08	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
PAGE 18 of 18 PAGES	

II.8 - Inmate Alert File

Policy:

- A. To make jail staff aware of important medical, mental health or behavioral information about jail inmates.
- B. To ensure that inmates receive housing and treatment necessary due to medical or mental health needs.
- C. To ensure that violent and disruptive inmates are identified and housed securely.
- D. To ensure that inmates who may be easily preyed upon or harmed are protected.

Procedure:

II.8.00.10 - Placement of Inmate Alerts.

- A. The booking correctional officer will place an alert into the computer program when there is documentable knowledge or information of one or more of the following:
 - 1. Allergies – Person meets one or more of the following criteria:
 - a. Prisoner has an allergy to a substance that results in life threatening symptoms.
 - b. The jail nurse or doctor verifies the reported life threatening allergy is legitimate.
 - c. Computer alert file is activated for Allergies from previous incarcerations.
 - 2. Institutional Behavior Problem – Prisoner meets one or more of the following criteria:
 - a. Prisoner is involved in a battery as an aggressor or victim while incarcerated.
 - b. Prisoner has two or more major disciplinary infractions within the past five years.
 - c. Alert file is activated for institutional behavior problems on previous incarcerations.
 - 3. Deaf – Prisoner meets one or more of the following criteria:
 - a. Prisoner self reports that he/she is deaf.
 - b. Arresting/transporting officer or inmate's family/friends report prisoner is deaf.
 - c. It is evident to jail staff that the inmate is deaf.
 - 4. Diabetic – Prisoner meets one or more of the following criteria:
 - a. Prisoner self reports the need for diabetic medications and diet.
 - b. Arresting/transporting officer or the inmate's family reports the need for diabetic medications and diet.
 - c. Prisoner arrives at the jail with medications that jail staff recognize as required for a diabetic person.
 - 5. Escape Risk – From a secure facility:

- a. Prisoner has a prior charge of escape or attempted escape from a secure correctional facility (946.42).
- b. Information or evidence indicates the prisoner is making escape plans from this institution.

6. Keep Away – Prisoner meets one or more of the following criteria:

- a. Arresting officer requests or reports a no-contact situation between inmates.
- b. There is a no-contact order issued for two inmates.
- c. Prisoner reports a valid need for a no contact with another inmate.

7. Medical – Person meets one or more of the following criteria:

- a. Prisoner has a medical condition of an acute nature.
- b. Prisoner has numerous medications (4 or more), or requires costly or specialized medications or treatments.
- c. Prisoner has a chronic medical condition that requires segregation from other inmates.
- d. Computer alert file is activated for medical reasons from previous incarcerations.

8. Inactive Medical File.

- a. Medical records can be inactivated when a person has not been held in the jail for at least five years.
- b. Inactive records will be removed from the Health Office and stored in the courthouse record center.
- c. The Inactive Medical File alert will be added to the persons' computer file to alert jail staff that a medical file exists and can be retrieved when needed.

9. Mental Health – Prisoner meets one or more of the following criteria:

- a. Offense is mental health related.
- b. Prisoner is currently taking medication for a mental health condition.
- c. Prisoner is currently under the care of a mental health professional.
- d. Prisoner is demonstrating observable, documentable behavior consistent with depression, agitation, or other mentally ill conditions, or whose behavior is abnormal or bizarre.
- e. Alert file is activated for mental health reasons on previous incarcerations.

10. Protective Custody – Prisoner meets one or more of the following criteria:

- a. Prisoner demonstrates by demeanor or behavior that he/she is a prey-type (i.e. naïve, effeminate, overly trusting, youthful), and is in need of protection.
- b. Prisoner requests protective custody status based upon logical, documentable reasons.
- c. Prisoner indicates that he/she has been the victim of a sexual assault when previously incarcerated.
- d. Jail staff feel subject may require protective custody based upon the prisoner's charges or circumstances of the crime.

e. Alert file has been activated for protective custody on previous incarcerations.

11. Sex Offender.

- a. The prisoner is a registered sex offender.
- b. The prisoner's crime involves sexual assault of a child under the age of 16

12. Suicide Risk – Prisoner meets one or more of the following criteria:

- a. Offense is mental health related.
- b. Prisoner has previous history of suicidal behavior upon incarceration.
- c. Prisoner indicates that he/she has previously attempted suicide.
- d. Prisoner indicates that he/she is currently considering suicide.
- e. Prisoner has made statements indicative of having suicidal thoughts.
- f. Prisoner is demonstrating observable, documentable behavior consistent with being in need for suicidal ideations.
- g. Alert file is activated for suicidal reasons on previous incarcerations.

13. Juvenile Housed as Adult:

- a. Prisoner is under the age of 17.
- b. Prisoner has been waived into adult court by a court and ordered to be housed as an adult.

14. Violent Felony Offender.

- a. Prisoner has prior assaultive felony conviction or current assaultive felony charge.
- b. Assaultive felony list contained in appendix A.

15. Withdrawal History – Prisoner meets one or more of the following criteria:

- a. Prisoner self reports that he/she may suffer withdrawal symptoms from a drug or substance.
- b. Arresting/transporting officer reports prisoner may suffer withdrawal symptoms.
- c. It is evident that the person is suffering withdrawal symptoms.

B. Inmate alerts will be entered into the computer at anytime that information is received or observed that qualifies the person for alert status.

II.8.00.20 - Sources of Information.

A. Information that is sufficient to place an alert status on a prisoner may be obtained from many sources including the following:

- 1. Personal observation or knowledge of jail staff.
- 2. Self report by, or communications made by the prisoner.
- 3. Health Transfer Summary Form.

4. Jail Nurse or other medical professional.
5. Information from the arresting or transporting officer.
6. Family or friends of the prisoner.
7. Jail incident/discipline reports.
8. Local information files.
9. CIB arrest records.
10. Jail Assaultive Felony List (Appendix A).
11. Alert status from prior incarcerations.

II.8.00.30 - Jail Staff Action.

A. When an inmate alert is placed into the computer system or an alert has been entered from a previous incarceration, the correctional officer will take action to treat and protect inmates and ensure the safety and security of the jail including the following:

1. Allergies.

- a. Prisoner will require a detailed medical screening.
- b. Documentation from prior incarcerations will be examined including but not limited to the person's Jail Medical File, Comments section of prior bookings.
- c. The jail doctor may be contacted for advice.
- d. A "sick call" will be initiated to refer the inmate to the nurse so the allergy can be documented and housing/meal or other requirements can be determined.

2. Institutional Behavior Problem.

- a. Jail Violation, Disciplinary Report and Incident Report files will be checked for past infractions if correctional officer is not familiar with the prisoner.
- b. Documentation from prior incarcerations will be examined including but not limited to Department incident reports and the Comments section of prior bookings.
- c. A Jail Incident Report will be completed when prisoner is involved in a new battery or assault.
- d. A Department Incident Report will be completed when prisoner is involved in a new battery or assault, the Jail Incident Report may be copied into the Department report.
- e. A Keep Away alert will be placed on the inmate and victim; they will be housed in separate areas during investigation or as necessary for past incidents.
- f. Inmate's status will be discussed at briefing for the next shift.

3. Deaf.

- a. If necessary Jail Staff may contact The Sign Language Group at (920) 720-3046 for assistance communicating with the person.
- b. Inmate's status will be discussed at briefing for next shift.

4. Diabetic.

- a. Prisoner will require a detailed health screening.
- b. Documentation from prior incarcerations will be examined including but not limited to the person's Jail Medical File and the Comments sections of prior bookings.
- c. Medications will be verified or steps taken to obtain required medications.
- d. Prisoner may require a Medical Clearance or referral to the nurse.
- e. Inmate's status will be discussed at briefing for the next shift.

5. Escape Risk.

- a. Jail staff will take extra precautions when escorting and searching the prisoner.
- b. Alert will be discussed with any officer transporting the inmate outside of the jail.
- c. Inmate's status will be discussed at briefing for the next shift.

6. Keep Away.

- a. Keep Away requests from arresting officers for co-defendants will be honored until subject makes initial court appearance. If keep away is requested for a longer period it must be approved by a jail supervisor.
- b. Alert from previous booking will be discussed with the inmate and continued if necessary.
- c. Inmate's status will be discussed at briefing with next shift.

7. Medical Alert.

- a. Prisoner will require a detailed health screening.
- b. Documentation from prior incarcerations will be examined including but not limited to the person's Jail Medical File and Comments section of prior bookings.
- c. Prisoner may require referral to jail nurse or immediate care.
- d. Medications will be verified or steps taken to obtain medications.
- e. Inmate may require isolation until evaluated by nurse.
- f. Inmate's status will be discussed at briefing for next shift.

8. Inactive Medical File.

- a. A complete medical screening will be performed on the inmate.
- b. When this alert is present and the person will be held in jail, the corrections officer will notify a jail supervisor or secretary.
- c. The inactive file will be retrieved from the records center during the next regular courthouse business day and the jail nurse will be notified.
- d. The alert code will be deleted from the inmate's computer file.

9. Mental Health.

- a. Prisoner will require a detailed mental health screening.
- b. Alert will continue for each booking unless discontinued by a jail supervisor.
- c. Documentation from prior incarcerations will be examined including but not limited to the person's Jail Medical File and Comments section of prior bookings.
- d. Medications will be verified or steps taken to obtain medications.
- e. The prisoner may be referred to the Calumet County Human Services Department.
- f. Inmate's status will be discussed at briefing for next shift.

10. Protective Custody.

- a. Inmate will receive housing assignment that does not place him/her with inmates who have alerts for violent felonies or escape unless a supervisor approves.
- b. When prisoner requests protection from a specific inmate or group of inmates and provides logical, documentable reasons; he/she will not be housed with those inmates unless approved by a supervisor.
- c. Inmate's status will be discussed at briefing for next shift.

11. Sex Offender.

- a. Inmate will be considered for protective custody if arrest involves sexual assault of a child under the age of 16.
- b. Inmate's status will be discussed at briefing for next shift.

12. Suicide Risk.

- a. Prisoner will require a detailed mental health screening.
- b. Documentation from prior incarcerations will be examined including but not limited to the person's Jail Medical File and Comments section of prior bookings.
- c. Alert will continue for each booking.
- d. If the prisoner is currently indicating suicidal thoughts, and/or actions, or jail staff determines the person is at risk for self-harm, he/she will be placed on a "High Risk" watch.
- e. Prisoner may be placed on a "Standard" watch if the person is not indicating thoughts or actions of self-harm and jail staff determines the person does not require a high-risk watch.
- f. The prisoner may be referred to the Calumet County Department of Human Services.
- g. Inmate's status will be discussed at briefing for next shift.

13. Juvenile Housed as Adult.

- a. Prisoner will require a detailed mental health screening.
- b. Prisoner will not be housed with other inmates until after classification is complete.
- c. Housing assignment will be made by a jail supervisor.

14. Violent Felony Offender.

- a. Jail staff will take extra precautions when escorting and searching the prisoner.
- b. Prisoner will not be housed with an inmate who requires protective custody unless approved by a supervisor.

c. Inmate's status will be discussed at briefing for next shift.

15. Withdrawal.

- a. Prisoner will require a detailed medical and mental health screening.
- b. Prisoner will remain isolated until Jail Doctor is contacted.
- c. The Jail Doctor will be contacted and advised of known information.
- d. Doctor's instructions will be documented and followed.
- e. Inmate's status will be discussed at briefing for next shift.

II.8.00.40 - Removal of Alert Status.

A. Alert status may be removed from jail records for reasons that can include the following:

- 1. A mistake in identification of the inmate was made.
- 2. The medical condition no longer affects the inmate.
- 3. An inactive medical file is reactivated.
- 4. A jail supervisor determines that the alert is no longer required.

B. An inmate may appeal the placement of an alert to the jail sergeant by completing an Inmate Communication Form.

- 1. The jail sergeant will review the reason(s) and necessity of the alert and will provide a written answer to the inmate.
- 2. The inmate may appeal the sergeant's decision to the jail administrator.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Inmate Alert File
POLICY NUMBER: II.8R1	REPLACES POLICY NUMBER: II.8
EFFECTIVE DATE: 10/01/08	SCHEDULED REVIEW DATE:
APPROVED BY: Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
PAGE 7 of 7 PAGES	

CALUMET COUNTY JAIL

ASSAULTIVE FELONY LIST

A. 940.01(1)	1 st Degree Intentional Homicide.
B. 940.02(1)&(2)	1 st Degree Reckless Homicide.
C. 940.03	Felony Murder.
D. 940.05(1)	2 nd Degree Intentional Homicide.
E. 940.18	Homicide by Negligent Use of Weapon, Fire, Explosive.
F. 940.11(1)	Mutilating a Corpse.
G. 940.19(1m)(2)&(3)	Substantial and Aggravated Battery.
H. 940.20(1)(2)(2m)	Battery; by Prisoner, to Law Enforcement, to Probation/Parole.
I. 940.20(3)(4)	Battery; to Witness/Juror, to Public Officers
J. 940.21	Mayhem.
K. 940.22	Sexual Exploitation by Therapist.
L. 940.225(1)(2)(3)	Sexual Assault; 1 st through 3 rd Degree.
M. 940.23(1)(2)	Reckless Injury.
N. 940.24	Injury by Negligent Use of Weapon/Explosive.
O. 940.30	False Imprisonment.
P. 940.305	Taking Hostages.
Q. 940.31(1)(2)	Kidnapping.
R. 940.32(3)	Stalking, results in bodily harm.
S. 940.43(1)-(6)	Intimidate Witness.
T. 940.45(1)-(6)	Intimidate Victim.
U. 941.20(2)(a)&(b)	Endangering Safety.
V. 941.21	Disarming a Peace Officer.
W. 941.30(1)&(2)	Reckless Endangering Safety.
X. 943.065	Arson Causing Injury.
Y. 943.10(2)(a)-(d)	Burglary (Armed).
Z. 943.22(1)&(2)	Armed Robbery.
AA. 946.01	Treason.
BB. 946.42	Escape.
CC. 946.43(1)&(2)	Assault by Prisoners.
DD. 947.06	Riot.
EE. 948.02(1)-(3)	Sexual Assault of a Child.
FF. 948.03(2)-(4)	Child Abuse.
GG. 948.05(1)&(2)	Child Sexploitation.
HH. 948.06(1)&(2)	Incest with a Child.
II. 948.07(1)-(6)	Child Enticement.

II.9 - INMATE CLASSIFICATION

Policy:

The basic mission of the Correctional Officers at the Calumet County Jail is to protect the public and institutional safety while providing a constitutional standard of institutional care and custody.

Objective Classification shall be used as a tool to ensure fair and consistent guidelines in determining inmate housing, proper security and safety for all and services to the inmate.

Written documentation shall be kept to ensure that Calumet County's Objective Classification System is administered equitably, consistently and without discrimination.

Inmates will not be classified based solely on the physical limitations of the facility.

Procedure:

II.9.00.10 – Definitions:

- E. Inmate Classification – The process of assigning an inmate to a level of security and identifying his/her needs according to a specific plan.
- F. Classification Security Category – The inmates assigned security designation of maximum, medium, or minimum.
- G. Override – The option of changing the normal objective classification decision path due to mitigating or subjective circumstances as determined appropriate by the classification staff.
- H. Initial Classification – The initial assessment/screening process at intake/booking to determine immediate temporary cell assignments and emergency medical or mental health needs.
- I. Primary Classification – The process of providing fair and consistent guidelines in determining inmate security designations, long-term housing assignments, program and treatment needs.
- J. Classification Review – The process of reviewing the appropriateness of an inmate's security/custody level periodically, or as a result of disciplinary action, at sentencing, new offense or other pertinent information, a change in mental health, program or work record, or by requests from staff, inmate, or legal authority.
- K. Reclassification – The process of changing an inmate's classification designation as a result of a classification review.

II.9.00.20 – Classification Responsibilities.

- A. The classification staff will review the inmate classification plan annually or as necessary with the jail sergeant and jail administrator.

- B. All jail staff will receive training on classification policies and procedures and will be able to make initial classification and housing decisions.
- C. Classification officers will be responsible for completing the Primary Classification and making inmate housing assignments consistent with the assigned security level.
- D. The jail sergeant will ensure that decisions made by classification staff concerning the level of custodial management and individual needs are consistent with the jail classification plan.

II.9.00.30 – Classification Categories.

- A. In accordance with the classification plan, inmates will be assigned to one of the following categories:

- 1. Minimum Security.
- 2. Medium Security.
- 3. Maximum Security.
- 4. Receiving.

- B. Minimum Security.

- 1. May be sentenced misdemeanants or sentenced felons, except those who have been convicted of assaultive felonies.
- 2. Must have no “holds” or other pending court action against them.
- 3. Must display a cooperative attitude toward the staff and the rules and regulations of the facility (no tickets or conduct reports within the past 30 days).
- 4. Not be considered an escape risk. Such inmates will be eligible for Inmate Worker status.

- C. Medium Security.

- 1. May include those sentenced misdemeanants and felons who do not qualify for minimum security and do not require a higher level of security.
- 2. Those held only for Probation Violations are considered medium security until reclassified.
- 3. Present a higher security/escape risk.
- 4. Somewhat uncooperative or resistant to jail rules but do not display a significant disciplinary problem.
- 5. Require a normal amount of staff supervision.

- D. Maximum Security.

1. Charged with assaultive felony crimes or have holds or other pending court actions for such crimes.
2. Display a significant disciplinary problem within the facility.
3. Display need for maximum amount of supervision.
4. Allowed very limited amount of out of cell time and only under close supervision.
5. May require Special Management Housing.

E. Receiving.

1. New detainees who have not appeared in court or have not received a primary classification.
2. Includes an initial assessment/screening process to determine special housing, emergency medical, or mental health needs.
3. These inmates will be housed separate from classified inmates when possible.
4. May include inmates sentenced to 5 days or less with Huber or work release status who do not receive a primary classification. These inmates may be housed with other sentenced inmates.

II.9.00.40 – Initial Classification.

A. Initial classification will take place during the booking process.

1. The correctional officer booking the individual will perform an initial screening and classification process.
2. The process will assist the booking officer in identifying and making decisions regarding initial and immediate custodial management, treatment and assessment needs of inmates admitted to the jail.
3. The purpose of the process is to provide safe and secure temporary housing and identify emergency treatment needs.

B. A direct interview with the inmate and arresting officer takes into consideration the following in determining appropriate short-term housing placement.

1. Current charges.
2. Current physical/mental and medical conditions.
3. No contact provisions.
4. Predatory risk.

5. Any other conditions or circumstances.
- C. Initial housing will generally be in a receiving/isolation cell.
 - D. From a receiving/isolation cell the inmate will be moved to a housing area designated as a "Receiving" block.
 - E. Primary classification will be completed by a classification officer after the initial court appearance and prior to the inmate's assignment to long term housing.

II.9.00.50 – Initial Classification Procedure.

- A. Upon receipt of an inmate the booking corrections officer shall ensure that the arresting or transporting officer completes the Arresting Officer Form.
 1. The corrections officer will review the information provided on the Arresting Officer Form and request clarification if there are questions or missing information.
- B. The booking corrections officer will complete the screening tool found in the Jail Management System in the "Medical" drawer and the "Screening" tab.
- C. Based on the information gathered from the arresting/transporting officer, the medical/mental health screening and personal observation the corrections officer will make a determination as to an appropriate temporary housing assignment and supervision level for the inmate.
 1. In making the determination for initial housing assignment, consideration shall be given to any and all special needs of the inmate in an effort to avoid undue hardships or allow situations where the inmate may harm him/herself or others.
 2. Initial temporary housing assignments for all inmates will generally be limited to a receiving/isolation cell.
 3. At times an initial housing assignment may be in general population, this should only be considered when:
 - a. A receiving/isolation cell cannot be made available due to the special needs of an inmate occupying the cell.
 - b. A receiving/isolation cell cannot be made available to avoid undue hardship or situations where an inmate is a suicide risk.
 - c. The receiving/isolation cell is placed out of service.
- D. Within 24 hours after placement in a receiving/isolation cell the inmate will be moved into a cell block designated as a Receiving block for further assessment.
 1. If the inmate cannot be moved to a Receiving cell block due to the inmate's sex or other circumstance, the inmate or another inmate may be placed in a general population area.

- E. The inmate's classification category will be listed as "Receiving" in the Jail Management System.
- F. As soon as practical after the temporary housing assignment has been made all relevant initial screening information will be reviewed by a Classification Officer at which time the inmate will be subject to the primary classification process.

II.9.00.60 – Special Conditions.

- A. Inmates having a need or condition which requires special attention include:
 - 1. Have had their life threatened within the facility or require protective custody.
 - 2. Physical handicap.
 - 3. Medical condition.
 - 4. Mental health condition.
 - 5. Diet restriction.
 - 6. Drug or alcohol withdrawal.
- B. Inmates identified as having a special condition may not require housing separate from the general population but may require modified living quarters or conditions.
- C. A special condition designation may or may not require a classification override to the decision tree.
- D. Special conditions should be treated in accordance with their needs, e.g., special dietary needs.
- E. Out-of-cell time and participation in programs will be determined on an individual basis.

II.9.00.70 – Primary Classification.

- A. Inmates will receive a primary classification prior to assignment of long term housing.
- B. The primary classification will be the lowest security level necessary while ensuring staff, inmate and community safety.
- C. Classification procedure assures that decisions are made due to the mutual benefit of both the inmate and the facility and that proper documentation is maintained of such decisions.

II.9.00.80 – Primary Classification Procedure.

- A. The classification officer will review historical classification documentation in jail files or the Jail Management System (JMS).

1. The classification officer will review a minimum of the following information:
 - a. Current charge(s).
 - b. Arresting officer form and screening information.
 - c. Summary of criminal history from NCIC/CIB, Consolidated Court Automation Programs (CCAP), in-house records data base.
 - d. Institutional behavior records that are accessible.
 - e. All identifying information available.
 - f. Detention/Commitment orders.
 - g. Any other information that would affect the classification, housing, or program eligibility of the inmate.

2. Based on the information obtained the classification officer will accurately complete the Classification Decision Tree form and document the results in the JMS system or use the JMS classification tool found in the Classification drawer in the Point Based Classification folder.

B. The primary classification interview will be conducted by classification staff to determine any special needs of the inmate, the security level and a general housing assignment consistent with the designated security level.

1. The interview must be completed before an inmate is moved from an initial temporary housing assignment into general population.
2. In completing the primary classification interview, the classification staff are expected to:
 - a. Explain the reason for the classification process.
 - b. Conduct a jail orientation and be willing to answer questions concerning jail rules.
 - c. Process inmate personal information with a reasonable degree of confidentiality.
 - d. Treat all inmates in a fair and consistent manner.
 - e. Thoroughly and accurately complete the primary classification form.

II.9.00.90 – Overrides.

- A. An Override is a circumstance or condition requiring deviation from the primary decision tree resulting in a security classification that is other than that determined by following the decision tree.
- B. Overrides shall be documented on the decision tree form and/or the JMS system.

II.9.01.00 – Classification of Females and Juveniles.

- A. Female inmates and waived juvenile inmates shall be classified using the same policy and procedures as all other inmates.
 1. Female inmates shall be housed separate from the male population.

II.9.01.10 – General Housing Assignments.

- A. Housing assignments shall place each inmate in a housing location which appears best suited for the individual's security category and personal, medical/mental health needs.
 - 1. When a special condition or circumstance exists the inmate should be housed in the most appropriate location.
- B. The inmate shall be assigned to the least restrictive housing unit which appears to be consistent with his/her classification determination.
- C. When housing space matching the inmate's security level is not available the inmate will be housed with inmates in the next security level either above or below his/her security level.
 - 1. The inmate will be moved to the appropriate housing unit as soon as space becomes available.
- D. Male inmates granted Huber/Work Release privileges by a Court should be housed in the dorm and are subject to the privileges granted the other inmates housed in the dorm.
 - 1. An override should be noted when the inmate is classified at a higher security level than minimum.
 - 2. Inmates who are a disciplinary problem or have a detainer or hold placed on them may be reclassified and housed appropriately.
 - a. When it is determined that a detainer or hold can be cleared an inmate may be allowed a reasonable time to clear the matter prior to a reclassification.

II.9.01.20 – Privileges and Program Eligibility.

- A. Privileges and program eligibility will be restricted by the degree of assigned security classification.
 - 1. Maximum Security.
 - a. Out-of-cell-time; breakfast to supper, allowed television, telephone and shower. Lights dimmed at 11:00PM.
 - b. Visiting; Thursday only from 5:30PM to 6:30PM.
 - c. Library; Tuesday.
 - d. Programs; none.
 - e. Commissary; \$25.00 cap on orders from the Maximum commissary list.
 - f. Mail; possess five pieces excluding privileged mail.
 - g. Clothing; as noted in Handbook.
 - h. Phone card; one card weekly from commissary.
 - 2. Medium Security.
 - a. Out-of-cell-time; breakfast to 11:00PM, allowed television, telephone and shower. Lights dimmed at 11:00PM.
 - b. Visiting; Thursday and Sunday evenings.

- c. Library; Tuesday.
- d. Programs; in-house only.
- e. Commissary; \$50.00 cap including hygiene products.
- f. Mail; possess fifteen pieces excluding privileged mail.
- g. Clothing; as noted in Handbook.
- h. Phone card; available from commissary.
- i. Fresh Favorite Meal; may purchase one meal weekly.

3. Minimum Security.

- a. Out-of-Cell-Time; all hours, allowed television, telephone and shower. Television will be off from 1:00AM to breakfast.
- b. Visiting; Thursday and Sunday evenings.
- c. Library; Tuesday.
- d. Programs and Appointments; may attend in-house programs, Huber/Work release inmates may attend outside programs and appointments.
- e. Commissary; \$50.00 cap including hygiene products.
- f. Mail; possess fifteen pieces excluding privileged mail.
- g. Clothing; as noted in Handbook.
- h. Phone card; available from commissary.
- i. Fresh Favorite Meal; may purchase one or more weekly.

4. Receiving Block.

- a. Out-of-Cell-Time; breakfast to supper, allowed television, telephone, and shower. Lights dimmed at 11:00PM.
- b. Visiting; Thursday and Sunday evenings for immediate family only.
- c. Library; Tuesday.
- d. Programs; none.
- e. Commissary; \$25.00 cap on orders from the Maximum commissary list.
- f. Mail; possess five pieces excluding privileged mail.
- g. Clothing; as noted in Handbook.
- h. Phone card; available from commissary.

5. Isolation/Receiving Cells.

- a. Uniform; jail issued shirt and pants.
- b. Linens; two sheets, two blankets, one washcloth and one towel.
- c. Religious Book; available if requested.
- d. Rulebook (handbook).
- e. Library; one book at discretion of corrections officer.
- f. Visiting; none.

6. Disciplinary Segregation.

- a. Out-of-Cell-Time; one hour at lunch, allowed telephone and shower only. Lights dimmed at 11:00PM.
- b. Hygiene; jail indigent pack only.
- c. Visiting; none.

- d. Library; Tuesday.
- e. Programs; none.
- f. Commissary; \$25.00 cap on orders from the Maximum commissary list.
- g. Mail; privileged mail only, no staples and/or paperclips.
- h. Clothing; jail uniform, one bra, one pair of underwear, two blankets, two sheets, one towel and one washcloth.

B. An override of program eligibility requirements may occur based on a court order, or an individual circumstance.

II.9.01.30 - Classification Review.

A. Any inmate may request a review of their classification assignment within 10 days of the Primary Classification or a Reclassification.

- 1. The inmate will complete an Inmate Communication Form requesting the review.

B. The appeal will be forwarded to the jail sergeant for assignment to:

- 1. The classification officer who conducted the original classification or interview of the inmate or:

- 2. Another classification officer.

C. Upon completion of the review the results will be documented and attached to the original classification form. The inmate will be informed in writing of the appeal decision.

- 1. The inmate may appeal the review decision to the jail sergeant for a final determination.

II.9.01.40 – Reclassification.

A. An automatic reclassification will be triggered by any of the following:

- 1. An inmate classified while unsentenced is sentenced to a jail term.

- 2. Additional charges are filed for an inmate or the original charges are amended.

- a. Reclassification should take place within 24 hours.

- 3. A change in legal status.

- 4. The inmate is disciplined for any major violation of jail rules.

- a. When an inmate is placed in disciplinary segregation, a reclassification will be completed prior to their return to general population.

- 5. Information is developed regarding such factors as gang affiliation, a change in mental health, protective custody needs etc.

6. Inmates who are not classified as minimum security will be considered for reclassification every 30 days. Classification staff will ensure that the reclassification reviews are conducted properly and in a timely manner.

B. All reclassifications will be documented on a reclassification form and by notations in the inmate's JMS file.

1. The date of the reclassification will be recorded along with the date of the next scheduled reclassification.

2. If there is a change in the classification status, the justification for the change will be indicated.

II.9.01.50 – Process Review and Evaluation.

A. The classification process will be reviewed annually or as needed.

B. The jail sergeant and/or jail administrator will meet with the classification committee and discuss the process, including policies and procedures, for effectiveness and appropriateness.

C. The jail sergeant and jail administrator will make modifications to the process.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Inmate Classification
POLICY NUMBER: II.9	REPLACES POLICY NUMBER:
EFFECTIVE DATE: 01/30/09	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION: New Policy	
PAGE 10 of 10 PAGES	

II.10 - EMERGENCY SITUATIONS

Policy

In order to protect inmates, employees and property, jail staff will remain alert for situations and conditions that could result in a crisis which threaten the safety and security of the jail.

Procedure

- A. An Emergency Situation is any sudden, generally unexpected occurrence or circumstance demanding immediate action. The situation can occur inside or outside the jail.
- B. The Corrections Officer who first receives information about or observes an emergency situation is responsible for the immediate safety and security of inmates and staff.
- C. Any officer who receives information about or observes an emergency situation that could cause injury or death to staff or inmates, or serious damage to property will:
 1. Analyze the information and/or situation to determine if any emergency action is required.
 2. Advise the shift supervisor or any other person who is required to be notified.
 3. Carry out emergency action as required.
 4. If evacuation is required, evacuate according to evacuation policy.
 5. Inmates who are not being moved or evacuated will be locked down until the emergency situation has been sufficiently stabilized. All programs and visitations will end.

II.10.00.10 – TORNADO.

A. Tornado Watch:

1. A tornado watch is issued when the weather conditions are right for severe thunderstorms and possible tornados to develop.
2. When a tornado watch is issued by the weather service, correctional officers should monitor the Sheriff's Department's radio frequency for a tornado warning issued for Calumet County. Inmates should be advised to turn their TV to a local station to be aware further weather changes.

B. Tornado Warning:

1. A tornado warning is issued when a tornado has been sighted or detected by Doppler radar.

2. When a tornado warning has been issued for Calumet County, Corrections Officers should take the following action:
 - a. Lockdown the secure area of the jail and advise all inmates to take cover on the floor, under their bed, and cover up with a mattress.
 - b. Instruct Huber inmates to take cover on the floor of the day room, close the doors between the dorm and day room, and cover up with a mattress. If time permits, lock the doors between the dorm and day room.
 - c. Notify the Kitchen of the situation and return any inmate workers to their housing location.
 - d. End all programs and visitations and advise all visitors to go to the lower level of the Courthouse, or if time does not permit, to remain in the visiting corridor or lobby area.

II.10.00.20 - BOMB THREAT.

A. When a bomb threat is made involving the Calumet County Jail or Courthouse, corrections officers shall take the following action:

1. Lockdown the jail and end all programs and visitations. Avoid using radio transmissions until the jail and/or courthouse have been checked and nothing has been found.
2. Notify the shift supervisor and the communications center if they are not aware of the threat. The Sheriff and Jail Administrator will be notified as soon as possible.
3. Check inside the jail for any suspect packages; pay particular attention to public areas such as the lobby and visiting corridor.
4. Check the exterior perimeter of the jail for any suspect packages or suspicious vehicles.

B. Suspect Bomb or Package – e.g. an unidentified package or suspicious vehicle.

If a suspect package or vehicle is located in or along the exterior wall of the jail, jail officers shall take the following action:

1. Evacuate and secure the room, cell or cellblock where the package is located and adjacent rooms or cellblocks.
2. Advise the communications center of the package location and request that they notify anyone in a room located above or below that room to evacuate.

C. Actual Bomb

If a bomb is located, evacuate and secure the room where the device is located and adjacent rooms. Notify the communications center and inform them of the location of the device and request that they notify anyone in a room above or below the location to evacuate.

II.10.00.30 - FIRE SAFETY.

A. The Calumet County Jail is equipped with a fire and smoke alarm system that is monitored by staff in the 911 communications center.

B. All jail staff have been trained and have access to a SCOTT AIR-PAK (self-contained breathing apparatus) in times of emergency.

C. All jail staff are familiar with the fire evacuation routes, both primary and secondary, from all sections of the jail. Each route has been posted for inmate information.

D. The City of Chilton Fire Department performs an inspection of the jail every six months and documented in the jail log.

E. Staff Response to Alarms:

1. Communications officers, upon confirmation, shall notify the Chilton Fire Department as well as the shift supervisor and any patrol deputies on duty to assist with removal of the inmate population. The Sheriff and Jail Administrator will be notified as soon as possible.

2. EVACUATION SHALL BE FIRST AND FOREMOST. Corrections officers shall use discretion in any attempt to extinguish minor fires with in-house equipment.

3. Before entering any affected areas, officers are to don an Air-Pack. Officers entering affected areas are to be and remain in pairs.

F. Evacuation Options:

1. Partial Evacuation – A limited evacuation of one cellblock or section of the jail can be made if the problem is confined to that area. It is the intention of the jail to keep all inmates inside the building if possible.

a. The air handling system for the Sheriff's Department is divided into three sections:

1. Huber and Visiting area.
2. Secure Cellblock area (Cellblocks A-E).
3. Administrative Offices area.

b. During any evacuation, hallway doors P-2, P-3 and P-4 should be closed to prevent smoke from moving into an unaffected area of the building.

c. Inmates evacuated from the secure section of the jail should first be moved into the visiting area and held in the following:

1. Isolation cells I-4 and/or I-5.
2. Visiting cells (both sides can be used).
3. The visiting corridor, (instruct dispatch not to open door S-3).
4. Huber waiting, (instruct dispatch not to open door S-4).

d. Prisoners evacuated from the Huber dorm or day room may be moved into the secure area and held in the following:

1. Isolation cells I-2 or I-3.
2. Multipurpose room.
3. Empty cells or cellblocks.

2. Full Evacuation – A full evacuation of the jail will be required if the problem is not confined to a small area or has the potential to spread to or affect other areas of the jail.

G. Removal of inmates during a full evacuation shall follow the primary or secondary routes described under “Evacuation Routes” below.

1. Secure inmates, if possible, should be placed in the security garage or removed from the building and held in the garage located north of the sheriff’s department. As an alternative, inmates can be placed in the caged sections of patrol cars. Note: This would be a temporary measure and any long-term removal would require transfer of inmates to other agencies.

2. Security of inmates shall be maintained during any evacuation.

- a. If time and situation permits, secure inmates shall be handcuffed with their hands in front of their body. Secure inmates may also be secured with ankle chains or any other restraint that is appropriate.
- b. The security chain located in the laundry room may be used to group inmates. One end of the chain can be passed between the arms of each inmate and the ends of the chain locked together. The chain may be used to secure a group of inmates to a fixed object in the security garage or to the floor plates located inside the garage located north of the sheriff’s department.
- c. If time does not permit securing all inmates, certain “high risk” inmates should be secured based on their threat to public safety or risk of escape.
- d. After any evacuation, a head count must be taken to assure all inmates are accounted for. The Fire Department must be advised of any missing inmates and their possible location inside the jail.
- e. When a full evacuation of the jail takes place the jail files, medication cart and medical files for all current inmates will be retrieved from the jail office and health office. A supervisor will be sure that the medications and records are transferred to any agency that accepts custody of the inmates.

H. Evacuation of people with special needs.

1. Persons with disabilities will be evacuated to the same site as other inmates or visitors with as much assistance as can be provided by department staff, visitors or inmates.

II.10.00.40 - CELL DOOR RELEASE PROCEDURE.

A. In an urgent situation when time does not permit securing inmates in handcuffs and leg irons prior to evacuation the following procedure should be used:

1. The corrections officers will go to the cellblock that is to be evacuated and open the door entering the cellblock and order the inmates to evacuate.
2. The corrections officers shall contact the communications center by radio and request that the "Emergency Release" for the appropriate cellblock be switched to "ON".
3. If time or conditions do not permit release by the communications center, the red control handle located in the control box can be moved to "RELEASE ALL" to release all gates in that cellblock.
4. The corrections officers will then escort or direct the inmates to the most appropriate emergency exit.

B. In a less urgent evacuation situation the following procedure may be used:

1. The corrections officers will go to the cellblock that is to be evacuated and open the door entering the cellblock and order the inmates to evacuate.
2. The "Group Release" switch or manual release levers located in the control box for the cellblock will be used to open or release the cell doors and the inmates will be instructed to approach the main gate. If time permits, the inmates will be placed in handcuffs.
3. The Main Gate will be opened using the switch or manual release lever located in the control box.
4. The inmates will be escorted or directed to the most appropriate emergency exit.

II.10.00.50 - EVACUATION ROUTES.

A. Primary Evacuation Routes:

1. HUBER DORM AND DAY ROOM
 - a. Exit West out of S-6 and S-7 fire exit.
2. CELLBLOCK A

- a. Exit into east/west corridor then East through S-1 then North to the secure garage or out of the building.

3. CELLBLOCK B

- a. Same as cellblock A.

4. CELLBLOCK C

- a. Same as cellblocks A & B.

5. CELLBLOCK D

- a. Exit into corridor then East to the north/south corridor, North to the east/west corridor and East through S-1 then North to the secure garage or out of the building.

6. CELLBLOCK E

- a. Same as cellblock D.

7. I-2 & I-3

- a. Exit East in the east/west corridor through S-1 then North to the secure garage or out of the building.

8. MULTIPURPOSE ROOM

- a. Same as I-2 & I-3.

9. I-4 & I-5

- a. North in the north/south corridor to the east/west corridor, East through S-1 then North to the secure garage or out of the building.

10. INMATE VISITING CELLS

- a. Same as I-4 and I-5.

11. PUBLIC VISITING CORRIDOR

- a. East in visiting corridor through S-3 and lobby to exit.

B. Evacuation Routes (Secondary):

1. HUBER DORM

- a. From east Dorm door exit through locker room, through Huber waiting room, out S-4 into lobby and out exit.

- b. From east Day Room door, exit into north/south hallway and travel South to visiting corridor, East in the visiting corridor, out S-3 through lobby to exit.

2. CELLBLOCK A

- a. Exit cellblock then West in east/west corridor to S-8, North through S-8 and out exterior exit door.

3. CELLBLOCK B

- a. Same as cellblock A.

4. CELLBLOCK C

- a. Exit cellblock then East in east/west corridor to S-8, North through S-8 and out exterior exit door.

5. CELLBLOCK D

- a. Exit cellblock then East to north/south corridor, North through S-8 and out exterior exit door.

- b. Exit cellblock then East to north/south corridor, South to fire exit and out S-7.

6. CELLBLOCK E

- a. Same as cellblock D.

7. I-2 & I-3

- a. West in east/west corridor to S-8, North through S-8 and out exterior exit door.

8. MULTIPURPOSE ROOM

- a. Same as I-2 & I-3.

9. I-4 & I-5

- a. Exit cells then North through Huber waiting room, out S-4 into lobby and out exit.

10. INMATE VISITING CELLS

- a. Same as I-4 & I-5.

11. PUBLIC VISITING CORRIDOR

- a. West in the visiting corridor through V-6 into the north/south corridor, North to east/west corridor, East to S-8, North through S-8 and North out of building.

b. West in the visiting corridor through V-6 into the north/south corridor, North to east/west corridor, East through S-1 to north exit and out of the building.

C. If a partial or full evacuation of the jail takes place, the Sheriff, Captain, Jail Administrator and Sergeant shall be notified as soon as possible.

1. The Jail Administrator shall prepare a full report of the mishap for the Regional Jail Inspector Office.

II.10.00.60 - OTHER EMERGENCY SITUATION.

A. Hazardous Materials Incident

1. Inmates will remain in place unless a full evacuation of the jail is necessary.

B. Flood

1. Inmates will remain in place unless a full evacuation of the jail is necessary.

C. Hostage

1. Attempt to isolate area, lock down other inmates.

2. Notify the Shift Supervisor and communications center if they are not aware of the situation.

3. Establish communications; gain information about hostage and suspect.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: EMERGENCY SITUATIONS
POLICY NUMBER: II.10R3	REPLACES POLICY NUMBER: II.11R2
EFFECTIVE DATE: 12/01/09	SCHEDULED REVIEW DATE:
APPROVED BY: Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.11 – RESPIRATORY PROTECTION PROGRAM

Policy:

- A. To ensure that the Sheriff's Department Corrections Officers are protected from respiratory work place hazards associated with evacuation of inmates during an emergency situation.
- B. To comply with OSHA's respiratory protection standard, 29 CFR 1910.134.
- C. The jail shall comply with the Calumet County Respiratory Protection Program and Policy.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Respiratory Protection Program
POLICY NUMBER: II.11R3	REPLACES POLICY NUMBER: II.11R2
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel, Sheriff	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION: Refer to Calumet County Policy	
PAGE 1 of 1 PAGES	

II.12 - RECORDS AND REPORTING

- A. The Calumet County Jail Register is maintained via a computer program which provides each inmate's name, residence, age, sex, race, court orders, time and cause of placement and placing authority, and time of release and releasing authority. If an inmate escapes, the time and manner shall be entered as well.
- B. The Jail Log is maintained via a computer program and used to document jail checks, monthly key and lock inspections, inmate movement, security or medical concerns, prisoner visitation information, as well as administrative confinement and/or discipline for minor or major rule violations. The log will be maintained by shift, on a daily basis. Information will be logged using the appropriate code to facilitate retrieval of information and records.
- C. All Jail records are maintained in the computer with a coded, limited access to any Juvenile records maintained in the system which are treated as confidential, consistent with S. 48.396 Stats., and any other state or federal law.
- D. Inmate medical records will be maintained by the nurse and shall be kept separate from other records in accordance with DOC 350.09(4). Inmate medical records will be maintained in a confidential manner in accordance with ss. 146.81 to 146.83, Statutes, and any other applicable state or federal laws.
- E. Consistent with DOC 350.11 (4), the Sheriff shall provide specific information to the Regional Detention Facilities Specialist within 48 hours after any of the following occurs:
 - 1. An inmate dies: or
 - 2. An inmate attempts suicide and is admitted to a hospital or receives medical treatment for a life-threatening injury incurred as a result of the suicide attempt. This would not include an inmate who is admitted to a hospital for detention and evaluation under ch. 51, Stats..

II-13 –JAIL SECURITY

POLICY:

- A. To ensure public safety and provide a safe and secure environment for all inmates, jail staff and visitors to the jail.
- B. The main responsibility for maintaining jail security lies with the on duty corrections officers and staff; all necessary steps shall be taken to assure the security of the jail. It is the responsibility of the corrections officers to bring to the attention of a supervisor any matters that might threaten security that the corrections officers can not correct.

PROCEDURE:

II.13.00.10 – Inmate Security.

- A. All detained persons who are brought into the jail will be handcuffed per department policy.
 - 1. The person will be searched by or in the presence of a corrections officer prior to the handcuffs being removed.
 - a. A sign has been placed on secure door S1 to remind everyone of this policy.
 - 2. If an uncuffed prisoner is brought into the building the corrections officer will have the officer in charge of the person complete a thorough search in the garage prior to entering the jail.
- B. No one with a firearm or other dangerous weapon is permitted to enter the jail.
 - 1. Weapon lockers are located in the sally port, in the hallway outside the sally port, in the lobby and in the court hallway outside secure door S5.
- C. Interviews or interrogations of jail inmates conducted by law enforcement officers, attorneys, probation and parole officers etc. will take place within the jail inside an interview room located on the visiting corridor.
 - 1. Use of restraints during an interview will be at the discretion of the corrections officer based upon the inmate's classification, potential to harm others and/or his/her escape risk.
 - 2. Inmates may not leave the jail for an interview without permission of a jail supervisor.
- D. All inmates shall be patted down prior to entering a cell block or Huber dorm after:
 - 1. Visitation with family, attorney or other person.
 - 2. Returning from court.
 - 3. Returning from another agency, medical appointment etc.

4. Working unsupervised inside the jail area, i.e., kitchen detail, laundry, cleaning etc.

E. All inmates will be escorted when moving within the jail.

1. Inmates will be escorted to or from any housing area, locker room, or changing area.

a. Inmate workers may move unescorted within the jail only when it is necessary as part of their duties.

2. A corrections officer will remain in the area and supervise any change of clothing in a locker room or changing area.

II.13.00.20 – Security Rounds.

A. Jail staff shall conduct physical inspections of each inmate in the jail at frequent and irregular intervals to ensure that inmates are in custody and safe.

1. Checks will be made at all hours of the day or night.

2. Video surveillance is not a substitute for physical checks of an inmate.

B. Corrections officers shall carry a portable radio, handcuffs and oleoresin capsicum (OC) (if certified), during security rounds.

C. Inmates who have been identified by jail staff as having special medical or mental health needs shall be physically observed at more frequent intervals.

D. In the event of an illness, injury, attempted suicide or general disruption, the corrections officer will call for assistance, describing the situation prior to entering the housing area.

1. A corrections officer may enter the area when he/she feels it is safe to do so.

E. Few duties are more important than security rounds, physical inspections should be conducted at a minimum of each one hour interval.

1. If an incoming booking, tour or another duty will cause the inspection interval to exceed one hour, a check will be made prior to beginning another activity.

a. The arresting officer may supervise the person until the security round is complete or the person will be secured in a holding cell while the check is completed.

b. One corrections officer can complete the booking or other duty while the other completes the security round.

2. Corrections officers must prioritize their activity to complete security rounds.

F. Each security round will be documented in the jail log.

1. The entry will note the general conditions at the time of the check.

- a. Any warnings or discipline to inmates will be noted.
- 2. Any problems or unusual situations will be noted.
- G. At the beginning of their shift, corrections officers should review the jail log for the time period they were off.

II.13.00.30 – Jail Key Control.

- A. All jail personnel shall be given instructions concerning the use and storage of jail and fire escape keys and shall be held accountable for keys assigned to them.
- B. All jail personnel shall be familiar with the locking systems of the jail and shall be able to release inmates promptly in the event of a fire or other emergency.
- C. The Jail Administrator shall ensure that monthly inspections are made to determine if cell and fire escape locks and doors are in good working order. Each inspection will be documented on an inspection form and noted in the jail log.
- D. There are four (4) complete sets of jail keys:
 - 1. One set in the maintenance department.
 - 2. One set in the communications center for emergency use.
 - 3. Two sets in use by jail staff.
- E. Three groups of jail keys shall be carried by the two primary corrections officers on duty, these sets will consist of the following:
 - 1. Lock-up (Folger Adams Keys), AKA “Big Keys”.
 - a. #3, passage door and passage gate.
 - b. #4, entrance to cell blocks A, B, C, D and E.
 - c. #4, catwalk door in cellblocks A and B.
 - d. #4, dividing door between cellblocks A and B.
 - e. #5, maintenance passage doors for cellblocks A, B, C, D and E.
 - f. #12, control boxes for cellblocks A, B, C, D and E.
 - 2. Huber/Visiting (Southern Steel Keys), AKA “New Keys”.
 - a. M#1, huber dorm, huber locker room, huber vestibule, court booking and court booking passage.
 - b. M#3, visiting and conference rooms, visiting corridor.
 - c. M#4, jail office, reception and secure booking room.
 - d. P#2, isolation cells.
 - 3. Small Set (miscellaneous keys).

- a. Jail and kitchen window keys.
- b. Inmate locker keys(s).
- c. Handcuff key.
- d. Evacuation chain lock.
- e. Storage cabinets in the kitchen, hallway near court booking, hallways outside of cellblocks, male huber locker room and multipurpose room.
- f. Employee lockers.
- g. Doors for laundry room, health office, kitchen entrance and Sergeant's office.
- h. Courtrooms.

F. Corrections officers may carry other jail keys as duty dictates.

G. The damage or loss of any jail or department key will be immediately reported to a supervisor.

H. The key box located in the corrections officers' office contains additional keys.

1. Jail keys including the following:

- a. P#1, Sally-port gate and passage door.
- b. P#2, Ceiling access doors.
- c. P#6, Multi-purpose room.
- d. P#8, Hall passage doors.
- e. P#14 and M#5, food passage keys.
- f. M#6, Sheriff's lobby entrance.

2. Evidence storage and impound keys.

3. Emergency use keys for water shut offs etc.

- a. If these keys are contained in a sealed envelope contact a supervisor after use.

4. Courthouse access keys.

5. Equipment and equipment storage keys.

II.13.00.40 – Door Control

A. All secure doors (S1 through S9), providing access to the jail area shall remain closed and locked at all times except when necessary to permit admission or exit of inmates or officials.

B. The jail security gate (P1), shall be closed and locked unless an employee is physically near to and monitoring the gate.

C. The following jail doors shall be closed and locked at all times except when necessary to permit admission or exit of inmates or officials or when a corrections officer is physically near to and monitoring the door:

1. Huber Waiting (HW1).
2. Court Booking (CB2).
3. Jail Reception (R2).
4. Huber Locker Room (HL1 and HL2).
5. Huber Dorm (HD1 and HD2).
6. Visiting (V1, V2, V3, V4, V5 and V6).
7. Secure Booking (SB2).
8. Health Office (#150).
9. Kitchen Office and Storage (K3).
10. Cell Blocks (A1, B1, C1, D1, and E1).
11. Jail Passage Door P4.

D. The security blinds located outside the Huber dorm and dayroom shall remain open except under one of the following conditions:

1. A female prisoner will be moved through the hallway.
2. A juvenile will be moved through the hallway.
3. A tour group or similar event will be moved through the hallway.
4. Any other situation where it is desirable to protect the privacy or identity of a person.

E. Corrections officers must make regular patrols and inspections of the jail at least once per hour.

1. All escape doors must be checked frequently.
2. Hallway and door areas should be accessible at all times.

SECTION: II	SUBJECT: Jail Security	
POLICY NUMBER: II.13R1	REPLACES POLICY NUMBER: II.13	
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MISCELLANEOUS INFORMATION:		
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II.14 - Inmate Headcounts

Policy

Formal Headcounts of the jail population will be completed three times each day to assure that all inmates are present or accounted for.

Procedure

II.14.00.10 – Formal Headcount Schedule.

- A. Formal headcounts of ALL inmates incarcerated in the jail will be completed as part of the shift change at 7AM, 3PM and 11PM.
- B. Formal Headcounts may take place at any other time when jail staff deem it necessary to obtain an accurate inmate count.

II.14.00.20 – Staff Responsibility.

- A. During headcounts ALL inmate movement will cease until the headcount is complete.
 - 1. During the headcount no visitors or inmates will be allowed to enter or exit the jail.
- B. At shift change there MUST be one on coming and one off going corrections officer present for the headcount.
 - 1. The most senior on coming corrections officer is the Responsible Headcount Officer for completion of the head count.
- C. One on coming corrections officer will be responsible for counting the male huber dorm and one on coming corrections officer will be responsible for counting the secure area of the jail including all female huber inmates.

II.14.00.30 – Inmate Headcount Process.

- A. The Responsible Headcount Officer will print an Inmate Head Count Report for both the huber and secure areas. The headcount will be done by taking the report to every dorm, cellblock, holding cell, or room and physically identifying and counting every inmate.
 - 1. Physically identify means the corrections officer identifies the inmate by sight and/or by speaking with the person.
- B. When counting the male huber dorm, inmates will be required to be in or standing next to their assigned bunk. The corrections officer will have inmates who are in the bathroom or dayroom report to their bunks before the count.
 - 1. Inmates who refuse to comply with this requirement can be disciplined for failing to follow an officer's request (GR-19).

- C. When the count has been completed the Responsible Headcount Officer and the off going corrections officer will verify the count.
1. If there is no discrepancies found the Responsible Headcount Officer will log the exact numbers in the jail log, noting any/all inmates who are out of the facility (work, writ, appointment etc.).
 2. If there is a discrepancy the count will be repeated. The off going corrections officer will remain in the jail until the discrepancy has been explained.
- D. Only after the headcount has been verified and logged will normal inmate movement resume.

II.14.00.40 – Discrepancy Resolution.

- A. If there is a discrepancy in a headcount that cannot be reconciled by a recount and/or a search of the jail the Responsible Headcount Officer will contact a jail supervisor. The results of the count will be logged including the reason for the discrepancy.
- B. The supervisor will review the circumstance and the attempts made to reconcile the discrepancy.
1. The supervisor may authorize a return to normal access of the jail if a further search is not required.
- C. If the discrepancy appears to be the result of an escape the Jail Administrator and Sheriff will be contacted. If the discrepancy appears to be the result of a huber walkaway the corrections officer will proceed per policy (Section II.18).

CALUMET COUNTY JAIL		
SECTION: II	SUBJECT: Inmate Headcounts	
POLICY NUMBER: II.14R1	REPLACES POLICY NUMBER: II.14	
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:	
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II.15 – SEARCHES AND SEIZURES

Policy

- A. In order to ensure the safety and security of the jail, staff, visitors and inmates and to detect contraband and weapons and ensure a sanitary environment free from fire hazards, frequent unannounced searches of inmates, their quarters and other areas of the jail will be conducted.
- B. Strip searches.
 - 1. Strip searches of pre-sentenced detainees shall be conducted in accordance with state statute 968.255 and jail policy.
 - 2. Strip searches of inmates who are exempt from the requirements of state statute 968.255 (sentenced inmates, inmates held as a condition of probation, etc.) shall be conducted as deemed necessary and appropriate in order to ensure adequate jail security and safety.
 - 3. Strip searches shall be documented as required by state statute 968.255 and county policy.
 - 4. Strip searches of all inmates shall be conducted with consideration for the dignity and feelings of the subject searched.
- C. Body cavity searches shall only be conducted by designated health care professionals.
- D. All reports regarding strip searches of inmates will be forwarded to the Jail Administrator for review to determine compliance with state law and county policy and to identify any problems that need to be addressed.

II.15.00.10 - Definitions

- A. Frisk or “Pat” Search: A thorough systematic patting down of a clothed inmate’s body including hair, genitals, buttocks and breast area and a visual inspection of the mouth and other head cavities.
- B. Inventory Search: A search of the prisoner at intake to list and account for all valuables and property the inmate brings to the jail.
- C. Clothing Exchange or Changeover: An inmate is directed to make a complete change of clothing from street or work cloths into a jail uniform or reverse.
- D. Wand/Magnetometer Search: The use of a magnetometer (metal detector), to scan a person’s body for metal objects/weapons or contraband.
- E. Housing Unit/Cell Search: A thorough inspection of a housing unit, cell, or room and all contents.

- F. Strip Search: (defined by state statute 968.255): A search in which a detained person's genitals, pubic area, buttocks or anus, or a detained female person's breast is uncovered and either is exposed to view or is touched by a person conducting the search.
- G. Body Cavity Search: A search involving digital (finger) or instrument intrusion into a person's anus or the vagina of a female. A body cavity search will only be conducted by a physician, physician's assistant or registered nurse licensed to practice in the State of Wisconsin.
- H. Physically Disabled Person: (defined by state statute 968.256): A person who requires an assistive device for mobility, including, but not limited to, a wheelchair, brace, crutch or artificial limb.
- I. Pre-Sentenced Inmate/Detainee: A person who has not been sentenced to serve a term in a jail, state prison or house of correction, or a person being held on an order to detain issued by a community correction agent (probation hold).
- J. Sentenced Inmate: An inmate who has been sentenced to serve a term in a jail, state prison, house of corrections or is serving a sentence as a condition of probation.
- K. Contraband: Anything possessed by inmates or within a confinement area that is illegal to possess by law, or any item not expressly allowed by jail rules and regulations. Contraband may include jail issued (or purchased through the commissary) items that have been altered, or issued items in excess of authorized amounts.
1. Nuisance Contraband: Those items that are of a nuisance nature; i.e., cigarettes, newspaper clippings or homemade art objects or games.
 2. Dangerous Contraband: Any item that can be used as a weapon or aid in an escape or is illegal by law.

Procedure

II.15.00.20 - Purposes of Searches

- A. To prevent introduction of weapons, controlled substances, escape tools or other dangerous contraband into the jail.
- B. To detect the manufacture of weapons or contraband.
- C. To enforce jail rules.
- D. To discover and correct health, safety and fire hazards that otherwise go unnoticed.
- E. To discover illness or injury of inmates admitted to the jail.

II.15.00.30 - Pat and/or Frisk Searches of Inmates.

- A. Whenever possible, a corrections officer of the same sex as the inmate shall conduct a pat or frisk search. Opposite sex pat or frisk searches may be conducted in an emergency but only with another officer present as a witness.
- B. The inmate should be advised of what is to take place. For example, "Mr. Doe, as part of the admissions process, we are required to conduct a pat search. Please place your hands on the counter ...". The person should not be touched any more than is necessary to conduct a thorough search of his/her person.
- C. Pat or frisk searches may be performed at any time an officer believes a need exists, and as a matter of routine, they will be performed under the following circumstances:
 - 1. When a prisoner initially enters the jail at booking prior to the handcuffs being removed by the arresting or transporting officer.
 - 2. Any time an inmate leaves then re-enters the secure perimeter of the jail.
 - 3. Prior to returning to a housing unit after an inmate has had contact with other inmates at jail programs such as AA or bible study.
 - 4. Following any contact visit.
 - 5. When an inmate is being transferred from one section of the jail to another.
 - 6. Prior to application of restraints for transporting.
 - 7. After an inmate worker has been involved in jail work duties.

II.15.00.40 - Pat/Frisk Search at Booking.

- A. A prisoner received at the jail shall be immediately pat searched or frisked for weapons or contraband before the handcuffs are removed whether or not the arresting or transporting officer has performed a search.
 - 1. Headgear should be removed and inspected along with a search of the hair.
 - 2. The search may consist of reaching into the clothing of the prisoner to check the waistband, collar, etc.
 - 3. A magnetometer or wand may be used as part of the search.
- B. If a weapon or evidence of the crime for which they are detained is located during the preliminary search, a strip search may be conducted per the Strip Search section of this policy.
- C. Weapons, illegal contraband and evidence located during this search will be given to the arresting officer for preservation as evidence.

II.15.00.50 - Inventory Pat Search.

- A. After the initial pat search the handcuffs may be removed if the prisoner is not violent, and the inmate will be asked to remove all items from their pockets and remove jackets and other outer layers of clothing (hats, sweaters, snow pants, etc.). The prisoner will be instructed to remove all jewelry, wigs, neckties, belts and shoes; all property should be placed on the counter and/or out of reach of the person.
1. All items removed from the person shall be checked.
- B. After all items have been removed from the prisoner the Corrections Officer will conduct a thorough inventory pat search wearing protective gloves.
1. The officer conducting the inventory/pat search will instruct the inmate to place his/her hands on the booking counter (or wall), step back and place his/her feet at least shoulder-width apart.
 2. The officer will visually inspect the persons face, head and the inside of the mouth for contraband. The hair may be searched if necessary.
 3. From behind the inmate using both hands, place both thumbs inside the shirt collar and bring your hands forward, searching the collar and neck area.
 4. Place your hands, palms down, on the shoulders next to his/her neck and search the arms by sliding your hands to the cuff of the shirtsleeve then back to the armpits along the opposite sides of the arms.
 5. Place your hands on the back, near the nape of the neck, and search downward, covering all portions of his/her back to the waistline, and upward on his/her sides to the armpits. Place your hands at the upper part of the chest and search the chest and stomach area to the waistline.
 6. Hook your thumbs inside his/her trousers at the small of his/her back and bring your hands to the front of the trouser. With thumbs still hooked in the waist and with your fingers extended, press inward on the stomach/pelvis area below the waist. NOTE: This area is frequently used to conceal items of contraband.
 7. Place your hands above the buttocks. Search the lower part of the back, moving your hands down over the pockets and buttocks, searching hips, moving over the front pockets and pelvic area. NOTE: The lower part of the back is frequently used to conceal contraband, drugs, and weapons with tape.
 8. Placing either the edge of your left or right hand well up in the groin, palms on each side of the legs, search downward to the trouser cuffs. Repeat for the other leg.
 9. The officer will run his/her hands over the outside of the person's clothing which covers the torso.

10. Female officers pat searching females will run their hands over the female's shirt or blouse, under her breasts and between them and may ask the arrestee to unfasten and lift or even remove the bra while clothed.

11. Have the prisoner lift each foot and then search/visually inspect each foot from the ankles to the toes.

C. If any weapon or evidence of the crime for which the person was arrested is found, the inmate may be strip searched in accordance with this policy.

D. All items removed from the inmate (clothing, jewelry, purses, billfolds, briefcases, suitcases, etc., must also be thoroughly searched.

II.15.00.60 - Pat Searches Other than Upon Admission/Booking.

A. A corrections officer may perform a pat/frisk search at any time based on the officer's discretion and the need for maintaining facility safety and security.

B. A corrections officer will perform a pat/frisk search of the inmate's person if there is suspicion to believe that the inmate is carrying contraband or a weapon.

II.15.00.70 - Strip Searches – s.968.255.

A. Strip Searches shall only be conducted on persons detained in the jail and in compliance with Wisconsin State Statute 968.255 and county policy.

B. Pre-trial and non-sentenced prisoners will not be subjected to a strip search unless the search is allowed by s.968.255 as indicated in paragraph C below.

C. Only the following individuals are exempt from the requirements of s. 968.255 and may be strip-searched but only with the permission of the Sheriff, Captain, Jail Administrator, Jail Sergeant, or a shift supervisor.

1. A person arrested for any felony.

2. A person arrested for any misdemeanor under:

a. s. 167.30 – Use of firearms, bow, arrows near a park.

b. s. 940.19 – Battery, aggravated battery.

c. s. 941.20(1) – Reckless use of a weapon.

d. s. 941.23 Carrying a concealed weapon.

e. s. 941.24 – Possession of a switchblade knife.

f. s. 948.60 – Possession of a dangerous weapon by a child.

g. s. 948.61 -- Dangerous weapons, other than firearms on school premises.

3. A juvenile taken into custody under s. 938.19 and there are reasonable grounds to believe the child has committed an act which, if committed by an adult, would be covered under paragraph C immediately above.
4. A person arrested for any misdemeanor not specified in paragraph C above, any other violation of state law punishable by forfeiture or any local ordinance if there is probable cause to believe the person is concealing a weapon or something which may constitute evidence of the offence for which he or she is detained.

D. Written permission shall be obtained from the Sheriff, Captain, Jail Administrator, Jail Sergeant or a shift supervisor prior to conducting a strip search of an exempt pre-trial or non-sentenced inmate by completion of the Strip Search Authorization Form. If none of the supervisors noted above are present at the jail one may be contacted by phone, the form may be completed by the officer as it is read to the supervisor and the officer may sign the supervisor's name on the form after the supervisor has given verbal permission to do so.

1. Written authorization is not required prior to conducting a strip search if there is probable cause to believe that the detained person is concealing a weapon.

E. In addition to the requirements listed above the following conditions must be adhered to when conducting a strip search:

1. The officer(s) conducting the strip-search shall be of the same gender as the person searched.
2. The search will be conducted in a private location where the person searched will not be exposed to the view of any person not conducting the search.
3. The search will not be reproduced through a visual or sound recording.

F. The officer(s) conducting a strip search will prepare a written incident report.

1. The report will identify the following:
 - a. The name of the person searched.
 - b. The name(s) of persons conducting the search.
 - c. The time, date and place of search.
 - d. Written authorization obtained prior to the search.
 - e. Any material found during the search and it's disposition.
2. A copy of this report including the original Strip Search Authorization Form shall be maintained in the Sheriff's incident file.

- a. A complete copy of the incident report will be placed in the inmate's booking file.
 - b. A copy of the report shall be forwarded to the Jail Sergeant and the Jail Administrator for review.
 - c. A complete copy of the incident report will be provided to the person searched.
- G. The officer(s) shall conduct the strip search using a professional, non-humiliating style.
1. Begin the search by inspecting the person's head and hair. A comb may be used to examine the hair.
 2. Visually inspect the ears, nose, mouth, and eyes; a flashlight may be used to illuminate the mouth.
 - a. The subject should remove dentures so the complete mouth and teeth can be checked.
 3. Inspect the person's armpits, arms and hands. The hands should be open and fully extended in order to check between the fingers.
 4. Make a visual inspection of the entire body of the prisoner noting any injuries or identifying scars and marks.
 5. Inspect the groin, feet and between the toes. Instruct the person to lift the feet in order to view the bottoms of them.
- H. Strip searches of inmates and detained persons exempt from the requirements of s.968.255.
1. As defined in s.968.255(7), the following groups of inmates are exempt from the requirements of s. 968.255:
 - a. Inmates serving a sentence, pursuant to a conviction, in a jail, state prison or house of correction.
 - b. Inmates confined as a condition of probation under s.973.09(4).
 - c. A person transferred to a secure correctional facility for persons adjudged delinquent, a secure child caring institution or a secured group home.
 - d. A person committed, transferred or admitted on an emergency placement under chapter 51, 971 or 975.
 2. Circumstances under which an officer may conduct a strip search of a detained person or inmate exempt from the requirements of s.968.255.
 - a. When weapons or contraband have been found during a pat search or cell search.
 - b. When an inmate is returned to the jail after a transport, medical or court appointment, or any other unsupervised appointment or visit.

- c. An officer reasonably concludes that an inmate or person detained as indicated in paragraph 1 above is likely to be carrying contraband small enough to escape detection in a close personal search.
3. The following conditions shall be met when strip-searching an exempt person.
 - a. Approval for a search will be obtained from a supervisor prior to the search.
 - b. A strip search of an exempt person will be conducted by officer(s) of the same gender as the person searched.
 - c. The search will be conducted in a private, secure area and will not be viewed by anyone not involved in the search. The search will not be reproduced by any audio or video means.
 - d. The search will be documented in the jail log and a Jail Conduct Report. The name of the inmate, reason for the search, and name of the supervisor who approved the search, name(s) of officer(s) conducting the search and the results of the search will be noted.
4. Body cavity searches of inmates and detained persons exempt from the requirements of s.968.255 shall only be conducted in compliance with section II.8.00.80 (Body Cavity Search), of this policy.

I. Strip searches of persons of ambiguous gender.

1. When the gender of the detained person to be strip-searched is ambiguous and the person does not appear to be truthful about their gender, the officer may contact the jail nurse or seek another medical professional to determine the person's gender.

J. Clothing exchange.

1. Any person who will be held in a housing area of the jail will make a complete change of clothing from street cloths into a jail uniform.
2. A clothing exchange of a pre-sentenced detainee or non-sentenced inmate shall be considered a strip search under the following conditions:
 - a. An officer directs the person to make complete change of clothing which exposes the person's genitals, pubic area, buttock or anus, or a detained female's breast, and;
 - b. An officer conducting the change over intentionally views or touches the detainee's exposed private parts.
3. When changing over a pre-trial detainee or non-sentenced inmate the officer will not view or touch the persons exposed private parts.

- a. The officer will conduct a thorough pat search of the person after they have changed into a jail uniform.
 - b. A magnetometer or wand may be used as part of the search.
4. An officer in the interest of jail security and safety may view any sentenced inmate or person exempt from the requirements of s.968.255 making a complete change of clothing under the direction of an officer.

K. Huber/Work release change out.

1. In the interest of jail safety and security all Huber/work release inmates returning to the jail will make a complete change of clothing while supervised by an officer.
2. All clothing and underwear worn outside the jail will remain in the inmate's locker.
3. The clothing exchange will take place under the following conditions:
 - a. Male inmates will be escorted into the Huber locker room; female inmates will be escorted into the multi-purpose room or another private area.
 - b. An officer of the same gender as the inmate will observe the change of clothing.
 - c. As the inmate removes items as clothing the officer may inspect the articles.
 - d. All clothing worn outside the jail will be removed and will not be allowed to enter a housing area.
 - e. A jail uniform will be put on and the inmate will be escorted into the housing area.
4. Pre-trial and non-sentenced inmates who are allowed work release privileges by the court may sign a waiver form accepting the clothing exchange procedure as indicated in this section.
 - a. If the inmate will not sign a waiver the inmate will make a clothing exchange using the procedure noted in section I above.

II.15.00.80 - Body Cavity Search – s.968.255 (3).

- A. A body cavity search may be conducted as part of a strip search if there is reason to believe that a person lawfully detained in the jail is concealing weapons, contraband or evidence in the body cavity.
- B. Only a physician, physician's assistant, or a registered nurse licensed to practice in Wisconsin may conduct a body cavity search.
- C. Body cavities include the rectum and the vagina of a female.

1. The mouth, nose and ears are not considered body cavities for this purpose; however, as a general rule, a corrections officer should not intrude into an inmate's mouth, nose or ears with a finger or instrument.
- D. Written permission for a strip search must be obtained as indicated in the Strip Search policy above. The supervisor authorizing the strip search shall be informed of the need for a body cavity search prior to authorizing the search.
1. It is recommended that a search warrant signed by a judge be obtained prior to execution of a body cavity search.
- E. The person should be transported to a medical facility for a body cavity search.
- F. To ensure safety and security during a body cavity search an officer should be present. The officer present during the search is not required to be of the same gender as the detained person.
- G. A written incident report will be prepared as required in the Strip Search policy above. In addition to the information required for a strip search the report will document the following:
1. The circumstances that lead the officer(s) to believe that a body cavity search was necessary.
 2. The name of the judge who signed the search warrant or the exigent circumstances that were present which prevented the officer from obtaining a warrant.
- H. The original copy of the written incident report will be maintained with the Sheriff's incident files, a complete copy of the report will be placed in the inmate's booking file, provided to person searched and forwarded to the Jail Sergeant and Jail Administrator for review.

II.15.00.90 - Searches of Physically Disabled Persons, s.968.256.

- A. Searches of a physically disabled inmate shall be conducted in a careful, professional manner.
- B. If a search of a physically disabled person requires the removal of an assistive device or involves a person lacking sensation in some portion of his or her body, the search shall be conducted with extreme care by a person who has had training in handling physically disabled persons.
1. In the interest of facility safety and security an officer will be present during the search.
 - a. The search of a disabled person will be conducted in a private area using a professional manner and will not be viewed by anyone not involved in the search.
 - b. The search will not be reproduced by any audio or video means.
 - c. The search will be documented in the jail log indicating the time and place of the search who was present and what the results of the search were.

- C. If the person is wearing a cast or similar device, it shall be inspected as close as possible. If the officer reasonably believes that weapons, contraband or evidence is present, the cast may be removed under direction of a physician.
- D. Documentation of the search will be done by an entry in the jail log and an incident report.
 - 1. The documentation should include the following:
 - a. The name of the person searched.
 - b. The name of the officer conducting the search and witnessing the removal of the device.
 - c. The time, date and place of search.
 - d. The physical disability noted by the officer.
 - e. The type of assistive device removed and inspected and the name of the trained person who removed any assistive device or assisted with the search.
 - f. Any material found and it's disposition.

II.15.10.00 - Housing Unit/Cell Searches.

- A. Regular inspection and searches of all housing units and secure areas of the jail are necessary for the safety and security of the jail and must be done in a professional, thorough manner while respecting inmate's rights and property.
- B. Jail searches shall be conducted on an as needed basis, at the direction of a supervisor, or on a regular basis not to exceed once per calendar month. The Jail Sergeant will schedule regular inspections; corrections officers are responsible to complete their assigned inspection within this time period.
- C. More than one corrections officer should be present during searches of housing units.
- D. Inmates do not have the right to be present during a search.
 - 1. Inmates should be pat searched and removed from a cellblock prior to a search. Inmates will be moved to a predetermined holding area after they have been searched.
 - 2. The inmate does have the right to remove legal papers from the cellblock during the search; a corrections officer will search legal papers and any other item allowed to leave the cellblock for contraband prior to removal.
 - 3. Huber Inmates may remain present during a search of a housing area but should not be allowed to leave the area with any items that have not been inspected by a corrections officer.

- E. The personal property of the inmates will not be maliciously tampered with or discarded.
- F. Correctional officers will thoroughly inspect each cell, its contents, and all common areas of each cellblock or dorm. The Monthly Jail Inspection Form will be completed noting the results of the search including any maintenance or repairs that are needed.
- G. If contraband is discovered the correctional officers will conduct an investigation to determine which inmate was responsible for the violation and how the contraband entered the jail. An investigator may be asked to assist if the violation is a serious violation of safety and security i.e., drugs, weapons or escape tools are located.
 - 1. The Correctional Officer will complete a Jail Conduct Report or Department Incident Report documenting the discovery.
 - 2. If the contraband or damage involves a violation of State Statute or a major violation of jail rules an evidence document will be completed and the evidence will be labeled and placed in the evidence room for safekeeping.
- H. After the search is completed the inmates may be returned to their cells, an additional pat search of each inmate should be conducted to assure no contraband had been discovered.
- A. The completed Search Form along with any Jail Conduct or Incident Reports shall be forwarded to the Jail Sergeant.

II.15.10.10 - Searches of Visitors and Civilians.

- A. Visitors entering the jail have an expectation of privacy. Jail staff has a duty to protect the safety and security of the jail. All searches of visitors will be conducted in a professional and courteous manner. Searches of visitors will not be threatened or used to intimidate anyone from entering or visiting the jail.
- B. Visitors who intend to enter the jail may be subject to a search for weapons or contraband. The use of a magnetometer or wand is the preferred method. Coats, brief cases, tool boxes, purses and packages may be searched at the discretion of the correctional officer.
- C. A notice that visitors and their belongings are subject to a search will be posted in the jail lobby.
- D. In the event that a pat search of a visitor is to be performed it shall be done by a correctional officer of the same sex as the person searched, the pat search will take place in private and will not be viewed by other visitors or the public.
- E. Strip searches of visitors or civilians will only take place when there is probable cause to believe that the person is attempting to smuggle a weapon or contraband into the jail. Generally the person will be under arrest and a search warrant will be obtained prior to a strip search taking place.
- F. All visitors or civilians caught bringing contraband into the jail will be turned over to a sworn officer for arrest, questioning and prosecution.

G. Every effort should be taken to avoid non-electronic searches of visitors or civilians:

1. When there is suspicion that a person is attempting to introduce contraband or a weapon into the jail the first course of action is electronic search with a magnetometer.
2. The second course of action will be to ask the person to volunteer to be pat searched. If the person refuses to be pat searched, entrance to the visitation area will be denied.

H. Professional visitors are subject to search of their person and property before entering the jail.

1. A magnetometer or wand will be used for the search. If the magnetometer reveals that contraband may be present the visitor may be requested to submit to a pat search.
2. If the person refuses to be pat searched, access to the jail will be denied.

II.15.10.20 - Administrative Review of Reports.

A. All officers involved in a strip search, body cavity search or search of a physically disabled person will be responsible to accurately complete the forms, incident reports and log entries required by this policy and to forward a complete copy of the documentation to the Jail Sergeant.

B. The Jail Sergeant will be responsible for the following:

1. Review the documentation for accuracy, completeness and adherence to jail policy and procedure.
2. Discuss and refer any incomplete documentation to the appropriate officers for completion/revision.
3. Ensure that the detained person who was searched receives a complete copy of the incident.
4. Forward a complete copy of the incident to the Jail Administrator and to document and discuss any problems, or policy compliance issues with the Jail Administrator.

C. The Jail Administrator will be responsible for the following:

1. Review of all incident reports for completeness, problems, and adherence to state statute and county policy and procedure.
2. Review incomplete incident reports or apparent policy and procedure violations with the Sergeant in an effort to correct any deficiencies.
3. Ensure that corrective action is taken with staff members when performance deficiencies require.

4. To plan and implement any policy/procedural changes and/or training that are necessary or appropriate to ensure compliance with state statutes and county policy.

II.15.10.30 - Administrative Review of Policy and Procedure.

- A. The Jail Administrator will review jail policy and procedure at least annually or as necessary and appropriate to ensure that the jail is in compliance with state statutes and accepted practice.
- B. The Jail Administrator will discuss this policy with the Captain and Sheriff on an annual basis and submit a copy to the Sheriff for approval.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Searches and Seizures
POLICY NUMBER: II.15R2	REPLACES POLICY NUMBER: II.15R1
EFFECTIVE DATE: 12/01/09	SCHEDULED REVIEW DATE:
APPROVED BY _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.16 - TRANSPORTATION/MOVEMENT OF PRISONERS

Policy

The movement and transportation of prisoners will be conducted with the safety and security of the public, staff and the prisoner taken into consideration. The form of transport and manner of restraint will be by the most appropriate and safe method available to department staff.

Procedure

II.16.00.10 – Prisoner Transport.

- A. Prisoners transported by the Calumet County Sheriff's Department shall be transported in department vehicles unless medical attention is required and the inmate is transported by ambulance.
- B. All prisoners transported in a department vehicle shall be restrained as follows:
 - 1. Handcuffs must be used as per Administrative Policy and Procedure in Section I-1, Use of Force.
 - 2. Leg restraints should be used. Leg restraints will be a type provided or approved by the department and applied in such a manner that they do not restrict blood flow or injure the person.
 - 3. The prisoner(s) and transporting officer(s) will wear a vehicle seatbelt.
- C. All prisoners transported in department vehicles shall be seated in a rear passenger seat, behind the security cage.
- D. Prisoners shall be monitored at all times and shall not be left alone in the vehicle unless the transporting officer is nearby and observing the subject.
- E. While transporting any prisoner the officer should not make any unscheduled stops, especially an unscheduled stop requested by the prisoner.
 - 1. If the prisoner requests to use a restroom the transporting officer should not stop unless the stop can be made at a local law enforcement facility.
 - a. The use of restroom facilities at restaurants, gas stations, etc. is not recommended.
- F. All prisoners will be searched by the transporting officer (witnessed by a corrections officer), before and after a transport.

II.16.00.20 – Transport of Persons Held on Emergency Placement Orders or at Non-secure facilities.

- A. When transporting persons from or to hospitals or mental health institutions who are not charged with or held for a crime, the least restrictive means of restraints necessary will be used.
1. The staff at the institution will be contacted prior to the transport to determine the patient's mental condition and stability.
 2. Based upon the information provided by the institution a supervisor may schedule additional officers for the transport and determine the level of restraint necessary.
 3. The transporting officer(s) shall use common sense and experience in conjunction with any current information provided by the institution, placing agency, supervisor and patient to determine the level of restraint necessary.
 - a. If there is no basis to suspect a threat of escape or assault to the officer or public, no restraints may be necessary.
 - b. If there are articulable reasons to conclude that a threat of escape or assault exists the officer shall take the necessary steps to apply the appropriate level of restraints.

II.16.00.30 – Personal Property.

- A. When transporting a person from a jail or institution the transporting officer will be responsible for the security of any property and valuables (money, watch, jewelry etc.) in the person's possession.
1. If the person's property and valuables have been inventoried by another agency the transporting officer will verify with that agency that the inventory is correct by checking the items and counting all money and checks.
 - a. If the person's property has not been inventoried the transporting officer shall inventory the property with that agency prior to transporting the person.
 2. All property and valuables will remain in the transport officer's possession until completion of the transport.
 3. When the prisoner/person is released to the jail or another jurisdiction the transporting officer shall re-inventory all property and valuables with the correctional officer or anyone taking custody of the person.

II.16.00.40 – Arrangement of Transports.

- A. The Jail Sergeant under the supervision of the Jail Administrator will coordinate scheduled transports. The Captain and Sheriff will be consulted when transports will involve people that may present special security concerns.
1. The person's sex, past behavior and/or security risk will be considered when determining the number and sex of officers to be assigned, whether the officers will be armed, and the level of restraints to use during a transport.

2. Inmates who are deemed to be high-risk based upon their classification, behavior and/or statements made indicating they intend to assault others or escape may be strip-searched before and after any transport under jail procedure section II.8 Searches and Seizures, paragraph E.
3. Transports to State Institutions will be completed by at least one transport officer of the same sex as the prisoner.

II.16.00.50 – Movement of Inmates.

- A. Inmates who are required to make court appearances shall be restrained with leg restraints unless prior arraignments have been made with the Court.
 1. Based upon the inmate’s classification, behavior or security risk, handcuffs and/or a transport belt may be used if the officer feels it is necessary for security reasons.
 2. The use of an electronic restraint system (belt) should be considered if the prisoner cannot be restrained by other restraints due to the nature of the court appearance.
- B. Inmates used as inmate workers within the jail shall be given a pat-down search before and after they have performed such duties.
- C. Inmates who are moved from one area of the jail to another shall be given a pat-down search.

CALUMET COUNTY JAIL	
SECTION:II	SUBJECT: TRANSPORTATION/MOVEMENT OF PRISONERS
POLICY NUMBER: II.16R2	REPLACES POLICY NUMBER: II.16R1
EFFECTIVE DATE: 09/01/09	SCHEDULED REVIEW DATE:
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II.17 - HUBER LAW

Policy

The Calumet County Jail will provide a reasonable opportunity for sentenced inmates who have Huber Law privileges to leave the jail to work, seek employment, attend an educational institution, provide needed family/child care, perform community service, or to attend to any of the other activities mentioned in Wisconsin State statute 303.08.

A. Huber Law Rules.

1. All inmates eligible for Huber Law privileges shall be given a copy of the Huber Law rules. An inmate will be held in from work until he/she has signed the Huber Law Rules Form.
2. Huber law privileges may be suspended or revoked for violations of State statutes or Jail rules and regulations as detailed in statute 350.15.
3. Discipline of Huber Law inmates will be conducted as per the Jail Discipline policy, Section II-16, and State Statute 350.15
4. All Huber Law inmates are required to submit to testing of their breath, blood or urine for the purpose of determining the presence or quantity of alcohol or controlled substances when requested to do so by a Corrections Officer or department supervisor.

B. Earnings and Disbursements.

1. All earnings of Huber Law inmates including unemployment compensation and unemployment training benefits will be turned over to correctional staff. All cash earnings and payroll checks must be accompanied by a statement of earnings and hours worked (check stub etc.). The inmate must endorse payroll checks.
2. All Huber Law earnings will be deposited into the Huber Law trust account. The inmate will be given a receipt for all deposits into their account.
3. Disbursements of the inmates' accounts shall be made in accordance with jail policy and State statute 303.08(3).
 - a. Disbursement requests will be considered and prepared once each week. The inmate may request a disbursement by making a written request from the Disbursement Book. Disbursements may be allowed during other times on an emergency basis if approved by a supervisor.
 - b. Inmates will be charged a fee to be determined by the bank for any lost, stolen or stop payment checks. Inmates will also be charged a ten-dollar (\$10) fee by the jail in addition to fees incurred by the bank for any voided or incorrectly issued checks.
4. The balance of an inmate's Huber/Work release account will be returned to the inmate upon release.

C. Room and Board.

1. Per State statute 303.08(4) Huber board shall be charged at the current rate set by the Calumet County Board per day of incarceration, regardless of the number of days worked per week, while the inmate is gainfully employed.
2. All inmates who have been sentenced to fifteen (15) days of confinement or less, are serving consecutive weekend, or those who will not receive a paycheck during their incarceration shall pay their Huber room and board in advance.
3. Self-employed Huber Law inmates will be required to pay at least two weeks room and board in advance and shall continue to pay two weeks in advance for the balance of their sentence.
4. Inmates sentenced to another jail with Huber Law privileges may request and receive permission to transfer to the Calumet County Jail. Huber transfers must pay one weeks room and board in advance as a condition of transfer. A \$15.00 administrative fee and booking fee will also be required.
5. Room and Board fees will be paid from the inmate's jail account.

D. Meals.

1. All Huber Law inmates will be furnished their meals by the jail. The Sheriff or Jail Administrator must approve exceptions to this, in writing.
2. Meals will be served to Huber/Work release inmates if they are in the jail at mealtimes. Inmates will be provided a bag lunch for meals consumed while at work, away from the jail. Inmates will receive a bag lunch for their dinner meal if they return to the jail after 5:00 p.m. Inmates who are away from the jail for long hours may take two bag lunches.
3. All meals will be consumed at the inmate's place of work; inmates are not allowed to leave their place of employment or work site for any meal or break.

E. Huber Law Inmate Transportation.

1. Inmates who operate a motor vehicle must before being allowed to drive to work or other appointments, provide the following to corrections staff:
 - a. Proof of auto insurance.
 - b. A valid Wisconsin driver's license.
 - c. Current Wisconsin vehicle registration.
2. Inmates who are provided transportation by others for work or other appointments must receive approval by a corrections officer in advance.

- a. The person transporting an inmate will be required to furnish a valid driver's license, proof of insurance, and valid vehicle registration.
 - b. Inmates may not change transportation without prior approval from corrections staff.
3. Inmates will not provide transportation to other inmates unless authorized by jail staff.

II.17.00.10 - Employment of Inmates.

Policy

In agreement with the mission statement of the Calumet County Jail and in accordance with Wisconsin state statute 303.08(1)(b), Huber Law inmates confined to the Calumet County Jail may be granted the privilege of leaving the jail during necessary and reasonable hours for the purpose of working at employment, provided the criteria set forth in this policy are met.

A. Terms Defined.

1. Employee: Any gainfully employed inmate of the Calumet Jail granted Huber Law privileges by the court.
2. Employer: Any organization wishing to pay at least minimum wage and liability insurance to employ a Huber Law inmate for a period of at least seven days. The Sheriff, Captain, Jail Administrator or Jail Sergeant may waive this requirement for good cause. The employer may be asked to substantiate their legitimacy by providing information not limited to:
 - a. Federal Tax Identification number.
 - b. Wisconsin Department of Revenue Identification number.
 - c. Listing in telephone directory.
 - d. Address.
 - e. Incorporation Papers.
3. Necessary and Reasonable Hours: A workday not to exceed ten (10) hours of actual work time, with a total of twelve (12) hours out of the facility for any one day when travel time is included. Exceptions may be granted by correctional officers or a supervisor for occupations which normally may require irregular hours such as, but not limited to:
 - a. Farmers.
 - b. Construction trade workers.
 - c. Paper mill employees.
 - d. Railroad employees.

4. Work Week: A seven (7) day period beginning with Sunday and ending with Saturday. An inmate may work six of the seven days during the week. An inmate may not work more than six days in a row for any given period of time, unless pre-approved by a supervisor.
5. Huber Board: Per State statute 303.08(4) Huber board shall be charged at the current rate set by the Calumet County Board in Ordinance 38-1 per day of incarceration, regardless of the number of days worked per week, while the inmate is gainfully employed. Personal checks will not be accepted without prior approval. Credit cards will not be accepted for payment of Huber board, only the following forms of currency will be accepted:
 - a. United States Currency (Cash).
 - b. Payroll check.
 - c. Certified money order.
 - d. Cashier's check.

B. Requirements for exercising Huber Law work release privileges are as follows:

1. The inmate must be granted Huber Law privileges by the Court, and must be free of any detainers.
2. The inmate must submit a signed and completed copy of a Calumet County Jail Huber/Work Release Information Sheet to jail staff.
3. The employer must submit or a Corrections Officer verifies a completed copy of a Calumet County Jail Employment Information form.
4. The jail will comply with State Statute 303.08(10m). Any inmate imprisoned for a violation of 346.63(1), (2), (5) or (6) must submit proof of compliance with a drivers safety plan prior to being allowed to leave the jail.
 - a. Proof that the inmate has made an appointment for the alcohol assessment will be sufficient to earn work release privileges.
 - b. An inmate may be released if the inmate does not have sufficient funds to obtain the assessment or to comply with a driver's safety plan.
 - c. If the jail becomes aware that an inmate who is allowed work release privilege is no longer in compliance with a driver safety plan, the inmate will not be allowed release from the jail until he/she is in compliance again.
5. Inmates sentenced or serving fifteen (15) days jail time, or less, must pre-pay the entire amount of Huber board before being eligible for work release.

6. Once employed, the inmate must remain current in regards to their Huber board. As a guideline, the inmate must have the current week plus one (1) week of Huber board in their inmate account to be considered current. For inmates incarcerated for more than fifteen (15) days, the employee's payroll check will be turned over to corrections staff and the inmate's funds will be disbursed in accordance with State statute 303.08.
7. Each inmate must submit a work schedule on company letterhead to corrections staff. Any request for change of a work schedule must be submitted to corrections staff on company letterhead. A corrections officer may contact the employer to verify an inmate's schedule.
8. When overtime is required, the employer will notify corrections staff for permission prior to the employee's normal quitting time. The employer will also provide written verification signed by a supervisor, on company letterhead, of when work was completed. If overtime is scheduled for a future date, a letter from the employer on company letterhead must be submitted in advance for approval by corrections staff.
9. Self-employed inmates must submit a complete Work Itinerary form to corrections staff for each day or week of work prior to leaving each day.
 - a. If a self-employed inmate unexpectedly needs to work overtime or change job sites, the inmate is responsible to contact corrections staff prior to doing so.
 - b. Self-employed inmates may be required to provide proof of workers compensation insurance or health insurance prior to any work authorization.

C. Employment Restrictions.

1. Inmates may only work one job at a time during their incarceration.
2. The Calumet County Jail reserves the right to request prepayment of an inmates entire Huber board in cases where an employer has shown a previous history of non-compliance with jail rules and requirements.
3. When, after reasonable requests for information from an employer has been provided, the Calumet County Jail may restrict the release of an inmate until such time that necessary information is received.
4. While incarcerated in the Calumet County Jail with Huber Law privileges, inmates must work within Calumet County. Inmates may work within adjacent counties with permission of the Jail Sergeant or Administrator.

II.17.00.20 - Work Search

Policy

In accordance with Wisconsin State statute 303.08(3), inmates confined to the Calumet County Jail who have been granted Huber Law privileges are encouraged and allowed to pursue employment opportunities.

A. Eligibility, an inmate must meet the following criteria to be considered for work search:

1. The inmate must have Huber/work release privileges granted by a judge;
2. Be an inmate of the Calumet County Jail, inmates held as "safe keepers" for another agency are not eligible without the authorization of a supervisor;
3. Be free of any detainer restricting work release;
4. Be unemployed;
5. Make a written request to seek employment on an Inmate Communication Form;
6. Have a verified appointment with an organization that is hiring;
7. Has been an inmate of the Calumet County Jail for thirty (30) days, and must not be within ten (10) days of their release date;
8. Must not already be exercising family/child care privileges unless authorized by the Sergeant or Jail Administrator; and,
9. Must be willing to work and have not turned down or quit any previous employment opportunities during their incarceration.
 - a. An inmate who resigned previous employment due to a medical or other justifiable reason may be eligible for work search.

Procedure

A. Inmates who have met the criteria outlined in 356.83(1), will be allowed to search for work via the following procedure:

1. Following the thirty-day waiting period the inmate may be released for work search as follows:
 - a. The inmate may be released on Thursday between the hours of 8:00 AM and 12:00 Noon for an appointment which has been verified by corrections staff with an employer who is hiring.
 - b. After an inmate has been released for four (4) verified work search dates the inmate must wait thirty (30) days prior to requesting work search release.
 - c. After each thirty-day waiting period an inmate is eligible to be released for four (4) additional verified work searches.
2. During any thirty-day waiting period an inmate may apply for employment through the mail and will be released after corrections staff has verified that the inmate is required to attend an interview and/or testing/screening process for an employer.

B. Calumet County corrections staff will process inmate work search requests in the following manner:

1. Upon receipt of a work search request from an eligible inmate, corrections staff will contact the employer that the inmate has requested to visit and verify that the employer will hire Huber Law inmates.
2. If the employer indicates that they will not hire Huber Law inmates, the request will be denied and returned to the inmate.
3. If the employer indicates that they will consider hiring the Huber Law inmate, an application may be mailed to the inmate or the inmate released on a Thursday morning to apply with the employer.
4. Upon verification that an inmate has a legitimate job interview or testing/screening appointment, the inmate may be released with a verification form to attend.
5. The Calumet County Jail maintains contact with various employers in Calumet County who have shown interest in employing Huber Law inmates. Calumet County jail staff will endeavor to secure employment for all non-working Huber Law inmates.

II.17.00.30 - Family/Child Care.

Policy

In accordance with Wisconsin State statute 303.08(1)(c), inmates confined to the Calumet County Jail who have been granted Huber Law privileges may be granted the privilege of leaving the jail to perform necessary duties to attend to the needs of the inmate's family. The intent of this policy is to allow an inmate to provide necessary care for his/her family that cannot be provided by another family member. It is not the intent of this policy to allow child visitation, visitation will take place during jail visiting hours.

A. Terms Defined.

1. Family: An inmate's spouse, children, or parents.
2. Child: A person that an inmate can prove is 16 years of age or less and for which the inmate is the father/mother or legal guardian.
3. Necessary Needs of the Family: Housekeeping and child care duties that are required for the safety and care of the family and cannot be performed by another member of the inmate's family.
4. Necessary and Reasonable Hours: A day not to exceed ten (10) hours of actual family/child care time, with a total of twelve (12) hours out of the facility for any one day when travel time is included. Correctional officers or a supervisor may grant exceptions as deemed necessary.

5. Work Week: A seven (7) day period beginning with Sunday and ending with Saturday. An inmate may perform necessary family/child care duties six of the seven days during the week. An inmate may not perform such duties more than six days in a row for any given period of time, unless pre-approved by a supervisor.
6. Huber Board: Per State statute 303.08(4) and County Ordinance 2001-18 Huber board shall be charged at the current rate set by the Calumet County Board per day of incarceration, regardless of the number of days granted for family/child care per week. Personal checks or credit cards will not be accepted for payment of Huber board, only the following forms of currency will be accepted:
 - a. United States Currency (Cash).
 - b. Payroll check.
 - c. Certified money order.
 - d. Cashier's check.

B. Requirements for exercising Huber Law Family/Child Care privileges are as follows:

1. The inmate must be granted Huber Law privileges by the Court, and must be free of any detainers.
2. The Court must specifically grant the inmate Family/Child Care privileges.
3. The inmate must submit a signed and completed copy of a Calumet County Jail Family/Child Care Information Sheet to jail staff.
4. Inmates sentenced or serving fifteen (15) days jail time, or less, must pre-pay the entire amount of Huber board before being eligible for work release.
5. The inmate must remain current in regards to their Huber board. As a guideline, the inmate must have the current week plus one (1) week of Huber board in their inmate account to be considered current.
6. The inmate must supply proof that he/she is the parent or legal guardian of the children he/she is requesting to care for and that the children are 16 years of age or less. Such proof must consist of the following:
 - a. A copy of a birth certificate for each child noting that the inmate is the parent of the child, and/or;
 - b. A copy of a Court order indicating that the inmate has primary custody of the child, or is the legal guardian of the child.
7. The inmate must supply proof that the requested family/child care is necessary. Such proof will consist of the following:

- a. A letter submitted by the inmate's spouse or family member indicating why the requested care is necessary, that the inmate has provided the necessary care in the past, and why another family member is unable to provide such care.
- b. If the request is for childcare, the inmate will also provide the jail with a copy of the spouse's work schedule submitted on company letterhead.

C. Family/Child Care Restrictions.

1. An inmate requesting family/child care must have the above documentation pre-approved by jail staff or the inmate will be held in jail until the documentation is complete and verified by jail staff.
2. The residence at which the necessary care will be provided must have working "landline" phone service and the jail will have the phone number for the residence.
3. The inmate will not leave the residence at which the family/child care has been approved without prior approval by jail staff. If the inmate is allowed to leave the residence he/she shall supply the corrections officer with an itinerary documenting where the inmate will be and when the inmate will return to the residence.

II.17.00.40 - Holidays.

Policy

The Calumet County Jail does not allow inmates who have Huber Law privileges to leave the jail without good cause on traditional holidays.

A. Traditional Holidays are as follows:

1. January First.
2. Easter Sunday.
3. Memorial Day.
4. July Fourth.
5. Labor Day.
6. Thanksgiving Day.
7. December Twenty-fourth.
8. December Twenty-fifth.
9. December Thirty-first.

B. Huber Law inmates who have good cause to be released on a traditional holiday must request to leave the jail as follows:

1. The request will be made in writing on an Inmate Communication Form at least one week before the holiday.
2. The request will document the reasons why the leave is required and if applicable, will include a work schedule on company letterhead.

C. The Jail Sergeant or Jail Administrator will review the request and provide a written answer to the inmate.

1. If the request is granted, the inmate's schedule will be subject to the requirements and restrictions indicated in the Employment of Inmates and Family/Child Care policies.
2. If the request is denied the inmate may appeal the decision to the Jail Administrator or Captain in writing.

II.17.00.50 - Leave/Furlough From the Jail.

Policy

It will be the policy of the Calumet County Jail to grant a leave or furlough when an inmate who has been granted Huber Law privilege has good cause to require a temporary release from jail to attend to an unforeseen personal or family emergency.

Procedure

A. Terms Defined.

1. Leave: A conditional release from jail for a period of time not to exceed 5 days to attend to a personal or family emergency. Any time granted for a leave will not count toward completion of the inmate's sentence.
2. Furlough: A conditional release from jail for an extended period of time, or a request for out of State travel to attend to a personal or family emergency. Any time granted for a furlough will not count toward completion of the inmate's sentence.
3. Good Cause: A need for the inmate to attend to a personal or family emergency situation such as:
 - a. Bereavement/funeral leave for the death of an immediate family member of the inmate.
 - b. A medical emergency involving the inmate or a member of the inmate's immediate family.

- B. An inmate with good cause may make a written request on an Inmate Communication Form for a leave or furlough from the jail. Such request shall state the following:
1. A specific reason for requesting a leave or furlough.
 2. The length of time requested for the leave or furlough.
 3. Where the inmate will be during the leave or furlough.
- C. The Sergeant or Jail Administrator will review the request and determine if the inmate is eligible for a leave or furlough.
1. If the inmate does not present good cause for a leave or furlough the Sergeant or Jail Administrator will issue a written denial of the request documenting the specific reasons for the denial.
 2. The inmate may make a written appeal the Sergeant's decision to the Jail Administrator, or the Jail Administrator's decision to the Captain.
- D. If the inmate is eligible for a leave the Sergeant or Jail Administrator will proceed as follows:
1. If the inmate is under the supervision of a Probation or Parole Agent, the Agent will be contacted and informed of the inmate's request. If the Agent approves of the leave, the Sergeant or Jail Administrator may grant the leave.
 2. If a leave is approved the Sergeant or Jail Administrator will issue a written approval of leave documenting the following:
 - a. The date and time the inmate will be released to begin the leave.
 - b. The reason for the leave.
 - c. Where the inmate will be and whom the inmate will be with during the leave.
 - d. A phone number where the inmate may be contacted if necessary.
 - e. The date and time by which the inmate must return to the jail.
- E. If the inmate is eligible for a furlough the Sergeant or Jail Administrator will proceed as follows:
1. The inmate will be issued a Calumet County Jail Request Form to make a request to the Court.
 - a. The inmate must complete the top portion of the form documenting the reasons for requesting the furlough. The inmate may attach additional pages to this form if necessary.

2. The Jail Sergeant or Administrator will complete the portion of the form For Jail Use.
The form will then be forwarded to the inmate's probation or parole agent if applicable.
 3. The probation or parole agent will be requested to complete the appropriate portion of the form and return it to the jail.
 4. The Sergeant or Jail Administrator will then submit the Jail Request Form to the sentencing Court for approval or denial of the request.
- F. If the sentencing court denies the inmate's request the form will be returned to the inmate and a copy of the denial will be placed in the inmate's file.
- G. If the sentencing court approves the inmate's request the Jail Sergeant or Administrator will prepare a written approval documenting the following:
1. The date and time that the inmate will be released to begin the furlough.
 2. The reason for the furlough.
 3. Where the inmate will be and whom the inmate will be with during the furlough.
 4. A phone number where the inmate may be contacted if necessary.
 5. The date and time by which the inmate must return to the jail.
- H. The on-duty Corrections Officer shall release the inmate on the date and time noted on the approval for leave or furlough and will document the release in the jail log.
- I. The on-duty Corrections Officer will document the inmate's return from leave or furlough in the jail log.
- J. If the inmate returns late from any approved leave or furlough the inmate may be found in violation of Jail rules or State Statutes.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: HUBER LAW
POLICY NUMBER: II.17R1	REPLACES POLICY NUMBER: II.17
EFFECTIVE DATE: 11/17/04	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION: Renumbered 2005	
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II.18 - HUBER WALKAWAYS AND ESCAPE

Policy:

The Calumet County Jail will attempt to locate inmates that are not at an approved location or do not return to the jail on time.

Procedure:

- A. Upon determining that a Huber inmate is not where they should be or is late returning from employment, education, family/childcare, medical or other appointments the corrections officer should do the following:
 1. Attempt to contact the inmate if possible to determine their location and reasons for deviating from their itinerary.
 2. Contact the inmate's employer, teacher, counselor, doctor, etc. and determine the following:
 - a. Did the inmate arrive at their destination?
 - b. What time did the inmate arrive?
 - c. Who witnessed the inmate's arrival?
 - d. What time did the inmate leave?
 - e. Who witnessed the inmate's departure?
 - f. Did the inmate mention any plans or destination?
 - g. Who spoke with the inmate or witnessed their presence or conversations?
 3. Make an entry into the jail log noting the escape.
- B. A two-hour grace period is used as a rule of thumb for an escapee, but jail staff may use discretion on this time period. The corrections officer will start their investigation immediately and not have significant time gaps.
- C. The corrections officer will inform a jail supervisor if on duty and/or a patrol shift supervisor of the situation and relay all information about the escapee.
 1. A copy of the inmate's booking sheet and mug shot will be furnished to the patrol shift supervisor for shift briefing. The patrol supervisor may request additional copies for placement in squad cars.
- D. The Department of Community Correction (Probation and Parole) will be notified if the inmate is under supervision. The supervising agent may issue an Apprehension Request for the inmate.
- E. A TTY will be sent to local law enforcement agencies informing them of the missing inmate.
 1. A copy of the inmate's booking sheet and mug shot may be furnished to other law enforcement agencies as necessary.

- F. The corrections officer will contact the communications center to obtain an incident number for the escape.
1. The corrections officer will dictate a report of the incident prior to the end of his/her shift and place it in a "follow-up required" bin in the secretarial area.
 2. The report will document the information obtained during the officer's investigation along with the following:
 - a. Which corrections officer released the inmate;
 - b. Time and date of release;
 - c. Whether or not the inmate received permission to stop anywhere, travel elsewhere, return late etc.
- G. A jail supervisor or a patrol supervisor will contact a Sheriff's Department Investigator to complete the incident follow-up. Jail staff will assist the investigator by providing the following:
1. The most recent certified copy of the inmate's Judgment of Conviction form or other commitment paperwork.
 2. Documentation that the inmate received a copy of the Inmate Rule Book.
 3. Any copies of the inmate's itinerary or appointments that the inmate was released for.
- H. A jail supervisor or corrections officer will notify the Sheriff and captain as deemed appropriate based on the nature of the incident.
- I. A Temporary Felony Escape Warrant may be entered into the NCIC system as approved by a jail or patrol supervisor when the inmate is overdue for a significant amount of time as determined by known factors about the inmate, his/her crime as charged and/or convicted, and the circumstances of the escape; a 4 to 6 hour time period may be considered.
- J. The investigator will review his/her completed investigation with the jail administrator.
1. A decision will be made by the jail administrator to submit all reports and documentation to the District Attorney's Office or to deal with the situation as a jail rules violation.
 - a. Huber inmates may be charged with Escape, in violation of Wisconsin State Statute 946.42(1) or (2) and subject to prosecution.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Huber Walkaway/Escape
POLICY NUMBER: II.18	REPLACES POLICY NUMBER: N/A
EFFECTIVE DATE: 01/01/08	SCHEDULED REVIEW DATE:

APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.19 - INMATE WORKERS

II.19.00.10 – Purposes.

- A. Afford inmates an opportunity to develop good work habits and acquire extra responsibility.
- B. Afford inmates an opportunity to learn job skills and experience that can be utilized in the future.
- C. Offer inmates the ability to earn good time that can be applied toward sentence reduction.
- D. Provide inmate workers to assist jail staff, kitchen staff, maintenance staff, and public works and community projects.

II.19.00.20 - Authorization.

- A. Inmates may be granted worker status by one of the following:
 - 1. The Sheriff or his/her designee.
 - 2. The jail administrator.
 - 3. The jail sergeant.
- B. Correctional officers may recommend worker status for any inmate who is:
 - 1. Easy to supervise.
 - 2. Dependable under minimal supervision.
 - 3. Not a disciplinary problem.
- C. Inmates will not be denied worker status, and work assignments will not be based on the inmate's sex, race, religion or national origin.
- D. Authorized workers have the following work opportunities:
 - 1. Jail Kitchen.
 - 2. Jail Laundry.
 - 3. Cleaning detail within the jail.
 - 4. Washing department vehicles.
 - 5. Courthouse and grounds maintenance when supervised by maintenance department staff.
 - 6. Other jobs which will benefit the community.

E. Jail staff will make reasonable accommodations for inmate workers who are disabled.

II.19.30 – Work, Health and Safety Standards.

- A. The jail sergeant or the jail administrator will approve all inmate work assignments.
- B. The workday for inmate workers will not exceed the number of hours allowed huber inmates.
- C. Inmate working conditions shall comply with all applicable federal, state, and local work safety laws and regulations.

II.19.40 – Supervision of Inmates.

- A. Inmate workers shall not:
 - 1. Be given authority over other inmates.
 - 2. Be allowed access to jail records, jail supplies or the property of other inmates.
 - 3. Be allowed access to food or eating utensils other than approved by kitchen staff or corrections officers.
 - 4. Be exempt from search requirements.
 - 5. Be allowed to carry jail keys.
- B. Worker status will not exempt an inmate from segregation requirements. Male and female prisoners are not to have any unsupervised contact. Jail staff shall not allow segregation violations to take place.
- C. Each inmate worker shall be required to comply with all rules and regulations applicable to inmates.
- D. Jail staff shall maintain a practice of firm, constant and careful surveillance and supervision of inmate workers. Jail personnel will frequently search any worker, including after each contact with other inmates, and after any unsupervised activity.
- E. Inmate workers shall wear the approved jail uniform while working within the jail. Inmate workers may wear appropriate street cloths while working outside of the jail. Inmate workers who are leaving or returning to the jail shall make a complete change of clothing in the huber locker room. A corrections officer will observe clothing changes.
 - 1. Inmate workers who are allowed to work within the jail without making a complete change of clothing in the locker-room, shall be pat searched by jail staff prior to entering or leaving the dorm.
- F. All jail staff have the discretion to use or not use authorized inmate workers.

II.19.00.50 – Loss of Inmate Worker Status.

- A. A corrections officer may temporarily remove an inmate from worker status for good cause, including:
 - 1. Information is received about the inmate, or a change of status of the inmate requires a higher security level, (additional charges etc.).
 - 2. The inmate violates jail rules.
 - 3. Inadequate job performance.
- B. A report will be forwarded to the jail sergeant documenting the reason for the temporary loss of worker status.
- C. The sergeant will review the facts and decide if the inmate's worker status will be lost or suspended. The sergeant will determine the length of any suspension, any conditions necessary to regain worker status and will inform the inmate of the decision.
- D. The inmate may appeal the sergeant's decision to the jail administrator.

II.19.00.60 – Food Service Duty.

- A. All inmate workers working in food service will be free of illness, and must present a neat and clean appearance.
- B. Prior to beginning work for food service, an inmate worker shall have a health screening completed by nursing staff. The health screening shall include a Tuberculosis test.
- C. All inmate workers must shower daily and will be instructed to wash their hands upon reporting to duty, after using toilet facilities, preparing garbage for disposal, and after handling dirty laundry.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Inmate Workers
POLICY NUMBER: II.19R1	REPLACES POLICY NUMBER: II.18
EFFECTIVE DATE: 01/30/09	SCHEDULED REVIEW DATE:
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MISCELLANEOUS INFORMATION:	
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II.20 - INMATE DISCIPLINE

POLICY:

In order to maintain a safe, secure and orderly environment the jail will publish rules of conduct and other regulations. Inmates will be provided a Calumet County Rules and Regulations Handbook; inmates who fail to abide by jail rules or regulations are subject to discipline.

Discipline will be applied by jail staff in a fair, consistent and impartial manner.

PROCEDURE:

II.20.00.10 – Rules of Conduct.

L. The jail will develop written rules of conduct that staff determines are necessary to maintain a safe, secure and orderly environment.

1. Jail staff will be informed of all rules of conduct, the reason for the rule and sanctions associated with rule violations.
2. Rules of conduct will be updated as necessary and will be reviewed at least annually by the Jail Administrator and/or the Sergeant.

M. Jail rules and regulations will be published in the Calumet County Rules and Regulations Handbook.

1. The Handbook will contain all chargeable offenses, a range of penalties, and disciplinary procedures of the jail.

N. Inmates will receive a Handbook as soon as practical when they enter the jail.

1. A corrections officer will verbally inform the inmate of the existence of jail rules of conduct and potential sanctions imposed for violations of rules.
2. Each inmate will initial the statement on the Property form acknowledging receipt of the handbook.
3. If a language or literacy problem prevents the inmate from understanding the handbook jail staff or someone who is able to translate will assist the inmate.

II.20.00.20 – Classification of Violations.

A. Minor Violation:

1. An act that does not present an immediate threat to the safety and/or the security of the jail, jail staff, inmates or visitors.
2. An incident that can be resolved with a verbal warning.

3. An incident that does not require a formal hearing and sanctions.

B. Major Violation:

1. An act that is a threat to the safety and/or security of the jail, jail staff, inmates or visitors.

II.20.00.30 – Disciplinary Sanctions for Minor Rule Violations.

A. Sanctions for a minor violation will be determined by the witnessing corrections officer or a jail supervisor.

B. Sanctions may include but are not limited to the following:

1. A verbal or written reprimand.
2. Restriction of privileges for 24 hours or less.
3. Placement in Disciplinary Segregation for 24 hours or less.

II.20.00.40 – Minor Rule Infractions.

A. A staff member who observes an inmate commit a minor violation shall inform the inmate as soon as possible of the rule violation and disciplinary actions being taken.

B. The staff member may give the inmate an opportunity to make a verbal statement about the violation.

C. The staff member may impose a minor penalty.

D. The staff member will document the violation and any sanctions imposed by completing a disciplinary report in the JMS system.

E. A jail corporal shall review the incident and sanctions.

1. If the corporal determines the violation and sanctions were appropriate the report will be closed.
2. If the corporal concludes that the incident constitutes a major violation, the incident will remain open and resolved per Section II.20.00.80 through II.20.00.90.
3. If the corporal determines that no violation occurred the report will be closed with that finding; the inmate will be informed that the charge was dismissed and the inmate will be returned to general housing if necessary.

F. The inmate will receive a printed Inmate Disciplinary Report from the JMS indicating the rule violated and the corporal's review findings.

1. The inmate will be notified of his/her right to appeal the corporal's decision and of the jails appeal procedure.

2. An appeal must be made within twenty-four (24) hours (not including weekends or holidays), by completing an Inmate Communications Form.
- G. The Jail Sergeant will review the documentation of the incident and may speak with the inmate as part of the review.
1. If the Sergeant feels a hearing is justified it will be held within seven (7) days (excluding weekends and holidays).
- H. The Sergeant will document whether a violation occurred and if the disciplinary action taken was appropriate in the Appeal area of the disciplinary report.
1. A copy of the updated Inmate Disciplinary Report will be given to the inmate.
 2. If the Sergeant determines that a violation did not occur the finding will be documented in the incident report and a copy will be given to the inmate.

II.20.00.50 – Disciplinary Sanctions for Major Rule Violations.

- A. Sanctions for a major rule violation will be determined by the Jail Sergeant.
- B. Sanctions may include but are not limited to the following:
1. Restriction of privileges for more than 24 hours.
 2. Placement in disciplinary segregation for more than 24 hours in accordance with s. 302.40, Stats.
 3. Loss of good time in accordance with s. 302.43, Stats.
 4. Restrictions affecting Huber Law privileges in accordance with s. 303.08, Stats.
 5. Restrictions affecting work release in accordance with s. 303.065, Stats.
 6. Inmates hosted as transfers from another jail may be returned to county of sentence.

II.20.00.60 – Major Rule Infraction.

- A. A staff member who observes or has knowledge of a major rule violation will complete an incident report in the JMS prior to the end of their shift. The report will include the following:
1. A formal statement of the charge or charges including the specific rule number(s) violated.
 2. A detailed description of who was involved, what transpired, and the date, time and location of the incident.

3. Any unusual inmate behavior.
 4. Staff and inmate witnesses.
 5. The disposition of any physical evidence.
 6. Any immediate action taken, including the use of force.
 7. The staff member's identification and the date and time of the report.
- B. The report will be reviewed by a jail corporal as soon as possible.
1. The corporal may return the report to the corrections officer for clarification or correction.
- C. If the violation requires a more in-depth investigation it will begin as soon as possible. The corporal or sergeant will see that the investigation begins within 24 hours of the infraction if possible.
1. The investigation may be referred to a corrections officer for completion.
 2. The corporal may complete the investigation.
 3. If the situation is complex or may involve criminal charges the report may be referred to, or, Investigative Staff may be consulted before proceeding.
 4. All investigations will be completed without unreasonable delay unless there are exceptional circumstances for delaying the investigation.
- D. The corporal will review the completed report and determine if a major violation of jail rules or regulations may have occurred.
1. If the corporal determines that a major violation may have occurred the inmate will receive a written statement of the charge(s), including the specific rule violated and a description of the incident.
 - a. The incident will then be assigned to the Jail Sergeant.
 2. If the corporal determines that there was no major rule violation the incident may be closed as a minor rule violation or as an unfounded incident.
 - a. The inmate will receive a written notice of the corporal's findings.

II.20.00.70 – Pre-hearing Detention.

- A. An inmate who commits a rule violation may be placed in administrative confinement for up to 24 hours.
1. Administrative confinement is non-punitive confinement that may be used when the inmates presence in general population:

- 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.
 - 2. The reason(s) for the administrative confinement will be documented in the disciplinary or incident report.
- B. A jail corporal will review the reason(s) for the detention as soon as possible.
- 1. The administrative confinement may be extended if the original factors for placing the inmate have not been resolved or additional reasons have been determined.
 - 2. The corporal may return the inmate to general population if it is determined that there are no longer grounds for the administrative confinement of the inmate.
 - 3. The inmate may be placed in a disciplinary or segregation cell block pending further review of the incident by the Jail Sergeant.
- C. The Jail Administrator will review all pre-hearing detentions within 72 hours of confinement including weekends or holidays.
- 1. In the absence of the jail administrator the Jail Sergeant will be designated to review the pre-hearing detention status of inmates.

II.20.00.80 – Pre-hearing Actions.

- A. The Sergeant will review the incident report as assigned by the corporal and make a determination whether a major rule violation may have occurred.
- 1. If a major violation did not occur the Sergeant may close the incident or refer the incident to the corporal for disposition as a minor violation.
- B. The Sergeant may determine that the violation should be referred to the District Attorney for criminal prosecution.
- 1. The Sergeant will review the incident with the Jail Administrator who will see that a report is submitted to the district attorney's office.
 - 2. If the violation is referred for criminal prosecution the jail disciplinary process may be held pending review by the district attorney's office.
 - a. The inmate will be informed in writing that the incident has been referred to the district attorney's office.
 - 3. The Sergeant will review the inmate's detention and classification status to determine the proper housing and privileges pending a decision by the district attorney's office.

C. If the incident will remain a jail violation the Sergeant may meet with the inmate in an attempt to resolve the incident without a disciplinary hearing.

1. The sergeant may call upon additional witnesses, statements or evidence as deemed necessary.
2. The inmate may verbally waive his/her right to have a disciplinary hearing.
 - a. The Sergeant will then determine the appropriate sanctions for the violation.

II.20.00.90 – Disciplinary Hearing.

A. The Sergeant will schedule a disciplinary hearing unless the inmate waives his/her right.

1. The hearing will take place as soon as practicable but no later than seven days (excluding weekends and holidays), after the alleged violation.
 - a. The inmate will be notified of the date and time of the hearing at least 24 hours in advance of the hearing.
2. A hearing may be postponed or continued for a reasonable time for good cause, including:
 - a. Allow the inmate time to prepare a defense.
 - b. Unavailability of the inmate or a witness.
 - c. Further investigation of the incident.
 - d. Pending criminal court prosecution related to the incident.
 - e. The inmate refuses to take part in the hearing or the inmate's behavior is unacceptable during the hearing process.

B. The Sergeant or an impartial designee will conduct the discipline hearing.

1. The written report of the incident can be presented and relied upon as factual.
2. Additional witnesses may be called as deemed necessary.
3. A written record of the proceedings will be made by the Sergeant or designee.

C. The inmate has the right to be present at the disciplinary hearing unless he/she waives the right in writing, verbally, or through their behavior.

1. The inmate may make a statement and present relevant documentary evidence.
2. The inmate can request witnesses or their written statements.

D. An advocate will be appointed to assist the accused inmate if the inmate is not capable of effectively collecting and presenting evidence on their own behalf. The jail ministry may be contacted to provide a volunteer or an impartial staff member or agency representative may assist the inmate.

1. The inmate may choose a person they feel comfortable with and trust from a list of volunteers and staff members.

E. Witnesses and testimony.

1. All witnesses will be approved by the Jail Sergeant/Hearing Officer.
2. A witness called by the inmate may be excluded from the proceedings for reasons including but not limited to the following:
 - a. The presence of the witness threatens the safety or security of the jail or the proceedings.
 - b. The witness has given a statement which is part of the incident report.
 - c. The witness is not relevant to the proceedings.
3. The reason(s) for denying a witness's presence will be documented in the record.
4. The accused inmate may be excluded from the hearing if the witness's testimony must be given in confidence.
5. The accused inmate may not question or cross examine witnesses; an advocate may question witnesses for the inmate.
6. Witnesses requested by the inmate may be questioned by both the inmate's advocate and the Sergeant/Hearing Officer.
7. Witnesses who cannot respond to questions in person can be asked to submit written statements.

F. The decision of the Sergeant/Hearing Officer will be based solely on information obtained during the disciplinary hearing, including:

1. Staff reports.
2. The accused inmate's statements.
3. Witness testimony and written statements.
4. Other documents or items of evidence.

II.20.10.00 – Hearing Record.

- A. The Sergeant/Hearing Officer will record their finding as part of the incident report in the JMS noting the reasons supporting the decision.
1. If the incident report contained more than one alleged violation and the inmate is found guilty of some violations but not guilty of other violations the record will clearly state which violations were not proven.

- B. The Sergeant/Hearing Officer will record the discipline that was determined to be appropriate for the proven violations in the JMS.
 - 1. The inmate will not be punished for alleged violations which were not proven.
 - 2. Alert codes or notations made based on unproven violations will be removed from the inmate's record.
- C. The inmate will receive a written copy of the findings.
- D. The Sergeant/Hearing Officer will refer the inmate for a reclassification when found guilty of any major violation.
- E. The inmate will be notified of his/her right to appeal the Sergeant/Hearing Officers findings and of the jail appeal process.

II.20.10.10 – Appeal.

- A. The inmate has the right to appeal the Sergeant/Hearing Officer's findings to the Jail Administrator.
- B. The inmate will complete an Inmate Communication form requesting an appeal of the finding within twenty-four (24) hours of receiving the hearing report.
- C. Within five (5) days of the appeal request (not including weekends or holidays), the Jail Administrator will review the reports, evidence, statements, and records of the incident and hearing along with the reasons for the findings.
- D. The findings of the Sergeant/Hearing Officer will be affirmed or reversed.
- E. The appeal findings will be noted in the incident record and the inmate will receive a copy of the findings.
 - 1. If the findings are reversed any discipline will be stopped and classification level and/or alert notifications will be corrected to pre-hearing status.

II.20.10.20 – Administrator Review.

- A. The Jail Administrator will review all completed disciplinary actions.
 - 1. The Jail Administrator will assure that the disciplinary process complies with department policy and procedure.
 - 2. The Jail Administrator will assure that discipline is applied in a fair, consistent and impartial manner.
- B. The Jail Administrator will review any issues with the Jail Sergeant for correction.
 - 1. The Jail Administrator will assure that any problems or mistakes are corrected.

- C. The Jail Administrator will review inmate discipline policy and procedure annually or as needed to assure compliancy with state statutes and accepted standards.

SECTION: II	SUBJECT: Inmate Discipline	
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II.21 – ADMINISTRATIVE CONFINEMENT

Policy:

To ensure the safety and security of the jail, jail staff, inmates and visitors, jail staff may isolate any inmate from the general population for non-punitive reasons.

II.21.00.10 – Definition.

O. Administrative confinement – Special housing of an inmate for control or protective custody reasons; it is not intended as a disciplinary or punitive confinement.

P. An inmate may be placed in administrative confinement only if the inmate's continued presence in general population:

1. Presents a substantial risk of physical harm to the inmate, another person or property.
2. Threatens the security and order of the jail.
3. Inhibits a pending investigation of a disciplinary or criminal matter.

II.21.00.20 – Confinement Authority.

A. A corrections officer may place an inmate in administrative confinement.

1. If possible the officer will first inform an on-duty jail supervisor of the situation and the supervisor will determine whether to place the inmate in administrative confinement.
 - a. When it is not practical to inform a supervisor prior to placement in administrative confinement, the corrections officer will inform the on-duty supervisor as soon as possible after placement in administrative confinement.
2. Any placement in administrative confinement must be reviewed by a jail supervisor within 24 hours of the start of confinement.
 - a. If a jail supervisor will not be on duty within 24 hours of the start of confinement the corrections officer will contact a supervisor by phone to review the confinement.
 - b. The supervisor will determine if the administrative confinement will continue or if the inmate may be returned to general population.
 - c. The supervisor will determine if any privileges will be restricted.
3. The inmate's progress will be reviewed by the Jail Sergeant or designee every three days.
 - a. The Sergeant will determine when the inmate no longer requires administrative segregation and may be returned to general population.

B. The Health Services Doctor may place an inmate in administrative confinement.

1. The confinement will be made under one of the following conditions:

- a. The inmate is suspected of having a contagious or communicable disease or condition.
 - b. The inmate requires a medical device or treatment that would be inappropriate for a general population cellblock.
 - c. The inmate exhibits traits of suffering from a mental illness or emotional distress.
 - d. The inmate refuses testing for tuberculosis.
 - e. There is a need to isolate the inmate for treatment or observation.
2. A jail supervisor will review the reason for the administrative confinement within 24 hours of the start of confinement.
- a. The supervisor may contact the Doctor who ordered the confinement with any concerns or questions.
 - b. The supervisor may contact the Jail Sergeant or Jail Administrator if there are questions about the reason(s) for the confinement.
 - c. The supervisor will determine if any privileges will be restricted.
3. The inmate's progress will be reviewed by the Jail Sergeant or designee every three days.
- a. The Sergeant or Jail Administrator will consult with the Doctor prior to moving the inmate back to general population.
- C. An inmate may request placement in administrative segregation.
- 1. The inmate may make a verbal request or complete an ICF form but must note the reason(s) for the request.
 - 2. The corrections officer or jail supervisor will evaluate the request and may place the inmate in administrative confinement when justified.
 - 3. The inmate's progress will be reviewed by the Jail Sergeant or designee every three days.
 - a. The sergeant will determine when the inmate no longer requires administrative segregation and may be returned to general population.
 - 4. An inmate who has requested administrative confinement may submit a written request to the Jail Sergeant to be returned to general population.
 - a. The request will be reviewed by the Sergeant before the inmate is returned to general population.

II.21.00.30 – Facilities.

- A. When possible a cellblock will be used for housing inmates held in administrative confinement.
 - 1. If the inmate is confined to an individual cell within a cellblock they may be allowed at least one hour out of their cell each day.

B. An inmate may be held in a receiving or isolation cell when circumstances or the availability of space prohibits the inmate from being held in a cellblock.

II.21.00.40 – Restriction of Privileges.

A. Privileges (visiting, telephone commissary etc), services (counseling etc.), and programs (religious, AA, etc.), that the inmate is eligible for based on classification will be offered to an inmate in administrative confinement unless otherwise dictated by the inmate's behavior or medical condition.

B. Any restriction of privileges, services or programs along with the reason for the restriction will be noted in the incident report by the supervisor who placed the restrictions.

C. The Jail Sergeant or designee will review any restriction of privileges etc. as part of the three day progress review and may remove restrictions as the inmate advances.

II.21.00.50 – Documentation.

A. The staff member enforcing administrative segregation will document the date, time and reason for removing an inmate from general population in the Jail Log.

B. An incident report will be started in the JMS and if necessary in the Department Records System by the corrections officer noting:

1. The date and time the inmate was removed from general population.

2. The reason(s) for the confinement.

3. The reason(s) for the housing location of the confinement.

4. If the administrative confinement was due to a medical condition, a Sick Call entry will be entered into the JMS and the Health Service Doctor may be contacted.

C. The supervisor who approved the administrative confinement will document the reason(s) for the confinement and any restrictions placed on the inmate.

D. The Jail Sergeant or designated staff member will document the progress reviews and any change in the status of the inmate as part of the incident report.

E. The Jail Sergeant or designee will document the reason(s) for the inmate's return to general population and a request for reclassification if ordered.

1. The incident report will be closed after the inmate is returned to general population.

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II.22 - USE OF FORCE

Policy:

To ensure the maintenance of safety and security in the Calumet County Jail and Court House and to ensure the safety of inmates, jail staff and visitors; corrections officers, deputies and police officers may use force to accomplish the following correctional objectives:

- A. To gain control of resistive or combative inmates;
- B. To defend themselves from physical attack;
- C. To defend others (inmates, other officers, visitors, etc.) from physical or sexual assault;
- D. To prevent inmates from escaping;
- E. To move inmates from one location to another, against his or her will;
- F. To prevent an inmate from harming himself or herself; and
- G. To prevent destruction of property.

II.22.00.10 - Definitions.

- A. Baton – A wooden, metal, or plastic object that is designed as an impact weapon and approved or issued by the department.
- B. Compliance Holds – May be blanketing of the arm, compression holds, escort holds, or pressure points which are used as part of a defensive tactics technique used to gain control of a subject who is offering passive resistance.
- C. Control Alternatives – Tactics used to overcome passive resistance, active resistance or their threats.
- D. Counter Measures – A series of punches and/or kicks used as a single strike or in a combination, to gain control of a physically aggressive subject.
- E. Intervention options – Officer presence to dialog, control alternatives, protective alternatives, OC spray, baton, restraints, electronic device, firearms or other instrument capable of delivering deadly force.
- F. Non-Deadly Force – Any action taken that may cause injury.
- G. Pepper Spray (oleoresin capsicum based) - Organic agent made from refined oils and waxes of hot pepper plant, discharged in aerosol form, from a handheld container.
- H. Principles Of Subject Control (POSC) – A system of verbalization skills coupled with physical alternatives recognized by the State Of Wisconsin as the standard for correctional facilities.

- I. Protective Alternatives – Tactics used to overcome continued resistance, assaultive behavior, or their threats.
- J. Restraints – Metal handcuffs, nylon restraints, plastic Flex-cuffs, metal ankle cuffs, restraint board and restraint chair used as a temporary restraining device.

II.22.00.20 - The First Responder Philosophy.

- A. The First Responder Philosophy is a systematized approach for the proper response by corrections officers to all types of corrections emergencies, including;
 - 1. Disturbance emergencies,
 - 2. Medical emergencies,
 - 3. Fire emergencies, and
 - 4. Miscellaneous emergencies.
- B. The First Responder Philosophy specifies officer activities and response cues in responding to any emergency situation, and provides a general basis for application of the disturbance resolution.
- C. The proper way to respond to correctional emergency situations.
 - 1. Arrive on the scene.
 - a. Become aware of the emergency.
 - 2. Assess the situation.
 - a. Determine the type of emergency.
 - 3. Alarm is given.
 - a. Notify partner or dispatch, get backup if needed.
 - 4. Evaluate the situation.
 - a. Determine if it is an actual emergency or a set-up.
 - 5. Enter the emergency site.
 - a. Do so when there is sufficient backup and it's appropriate to enter.
 - 6. Stabilize subject and scene.
 - a. Restrain subject(s), if appropriate.

7. Initial medical assessment.

- a. Determine level of consciousness,
- b. Check ABC's (airway, breathing, circulation).
- c. Perform body check for bleeding, hidden injuries.
- d. Provide treatment and notify EMS if appropriate.
- e. Continue to monitor subject, stay close and watch closely.

8. Long-Term monitoring.

- a. Determine if subject has special needs that require additional care or supervision.

9. Communication.

- a. Determine what you have, what type of assistance is required, who is responding, who is bringing emergency equipment, when do you have enough assistance on scene and when is the emergency over.

10. Documentation/Debriefing.

- a. Prepare detailed report(s) on what led up to the situation, what occurred during the emergency, how staff followed up after the emergency as well as the findings of any investigation which follows the emergency.

II.22.00.30 - Disturbance Resolution.

A. Approach Considerations to a disturbance.

1. Decision-making.

- a. Are you justified and is it desirable for officer safety to approach the person or situation.

2. Tactical Deployment.

- a. Attempt to control the distance from the person(s) or incident.
- b. Attempt to control the relative positioning factor.
- c. Consider if team tactics are more appropriate.

3. Tactical Evaluation.

- a. Determine the threat assessment and opportunity the subject(s) have.

- b. Officer/subject(s) factors should be considered and any special circumstances involved in the incident.

B. Intervention options.

1. Officer presence – present a visible display of authority.
 - a. The stance, mannerism, and distance of an officer from the subject that may affect the compliance of the subject.
2. Dialog.
 - a. The verbal persuasion by the officer directed at the subject.
3. Control Alternatives.
 - a. Tactics and devices taught or approved by the department that are used to overcome passive resistance, active resistance or their threats.
4. Protection Alternatives.
 - a. Tactics and devices taught or approved by the department that are used to overcome continued resistance, assaultive behavior, or their threats.
5. Deadly Force.
 - a. Deadly force is considered the intentional use of a firearm, other instrument or technique, the use of which would result in a high probability of death.
 - b. Behavior which justifies the use of deadly force is that which has caused or imminently threatens to cause death or great bodily harm to the officer or another person or persons.
 - c. Firearm – Not used by correctional officer but may be used by a police officer when he/she reasonably believes it is necessary to prevent death or great bodily harm to him/herself or others.
 - d. The use of deadly force is considered a last option. Deadly force is used only when justified as noted above, and then only if other modes and tactics have proven ineffective or would clearly be ineffective to accomplish the objective.

C. Follow-Thru Considerations.

1. Stabilize subject, restrain if necessary.
 - a. Be aware of positional asphyxiation symptoms, place in an upright position as soon as possible.

2. Monitor the subject and check for injuries.
3. Search person(s) and area as soon as tactically feasible.
4. Escort subject(s) to secure area/cell.
5. Transport subject(s) for appropriate care if necessary.
6. Turn-over/release person to appropriate facility.

II.22.00.40 - Level Of Force.

A. An officer determines there is justification for the use of force.

1. Force is required to meet one or more of the correctional objectives listed in policy statement above.

B. Factors used in determining the appropriate level of force.

1. Amount of force used or threatened by the inmate.
2. The inmate has a weapon.
3. A person's reasonable perception of the danger.
4. The relative abilities of both the officer and the inmate to inflict harm or to defend one's self.

C. Factors used in determining reasonable perception of danger.

1. Age of officer and inmate(s).
2. Size differences.
3. Differences in skill levels.
4. Presence of injuries.
5. Exhaustion.
6. Extent to which help from other staff members is available or not available.

D. Officers will apply the lowest level of physical force possible in a given situation to accomplish a correctional objective.

E. The application of any physical force will be reduced to a level sufficient to maintain control once a correctional objective has been achieved.

1. Force will not continue once an inmate has ceased resisting and control has been achieved.

F. Officers will receive training in approved POSC tactics and techniques.

1. Corrections officers will use approved tactics and techniques as trained, with consideration given for the dynamic nature of situations involving use of force.
2. It is recognized that there may be times when performance of a non-trained tactic or technique is justifiable. Use of a trained tactic or technique may not be feasible when:
 - a. Use of the tactic or technique is not possible in the given situation,
 - b. The tactic or technique was tried but did not work,
 - c. Use of the tactic or technique is not appropriate for some other reason, given the circumstances.

II.22.00.50 – Escalation of Force.

A. Corrections officers always have the option to disengage and/or escalate to a higher level of intervention option.

1. It is appropriate to disengage from a dangerous situation when possible and/or necessary in order to take proper action.
 - a. Disengage means to physically move away from a situation where one cannot establish control or has lost control.
 - b. Disengagement may be temporary so the situation can be reevaluated or additional help can be summoned.
 - c. It may be necessary to disengage in order to escalate.
2. Based on the situation it may be necessary to escalate quickly through the modes and/or tactics based upon tactical evaluation.

II.22.00.60 - Inappropriate/Excessive Use of Force.

A. If force is used for any purpose other than those listed in the policy statement above it might be considered inappropriate or excessive use of force. Examples of inappropriate purposes for use of force include;

1. Punishing an inmate for a violation of jail rules,
2. Getting back at an inmate for something which he or she said or did,
3. Giving an inmate a “message” that correctional officers are the authority figures.

II.22.00.60 - Documentation of Use of Force.

- A. A use of force report will be completed when a minimum of control alternatives such as compliance holds are used on an inmate to overcome resistance or threat of resistance.
 - 1. The report will be entered into the jail management system as an incident report.
 - 2. If an injury is reported by a person or criminal charges will be referred as a result of the event a Sheriff's department incident report will also be generated.
- B. All department officers involved in the incident will complete a report, officers from other jurisdictions who are involved in the event will be asked to submit a report to the jail sergeant.
- C. Using either the Safer 8 to 5 or First Responder format the report will accurately and thoroughly describe all aspects of the incident; the report at minimum will contain the following information.
 - 1. Background information: date and time of the incident, exact location of the incident, and the names of everyone involved including department staff, other officers, inmates and witnesses.
 - 2. Approach factors: information about the circumstances that led up to the incident including; officer assignments, approach to the situation, reasons for contacting the inmate, assessment of threats (including the inmates behavior), decision making, tactical considerations and evaluation.
 - 3. Intervention options: clearly describe what happened during the incident; dialog with the inmate, reasons for using force, exact description of the force used, each level of force used, results of force used, explanation for any escalations of force levels based on inmate behavior.
 - 4. Follow-thru considerations: specific information about actions taken after the incident including; stabilization of the subjects and scene, restraints applied, check for injuries, monitoring of subject, first-aid or medical treatment provided, search of inmate and scene including results, escort procedures, transport, turnover and location of inmates after the incident.
- D. Investigative findings will be documented including witness statements, photos and evidence collected.
 - 1. Digital images of the incident recorded by jail security cameras will be saved on CD and submitted with the report.
- E. The completed report will be submitted to the following for review.
 - 1. Jail Corporal/POSC instructor(s).

- a. Corporal/POSC instructor will review the report for proper structure, accuracy, clarity, terminology for action taken, completeness, training issues and adherence to POSC standards and department policy.
 - b. The corporal will refer the report back to the officer for correction.
2. The corporal will submit the report to the jail sergeant and discuss any problems or issues with the sergeant.
- a. The sergeant will review the documentation for accuracy, completeness and adherence to jail policy.
 - b. The sergeant will refer any incomplete documentation to the officer for completion or revision.
- F. When complete the sergeant will forward the incident report to the jail administrator and discuss any problems or policy compliance issues with the jail administrator.
- 1. The jail administrator will review the final report and documentation for completeness, problems, and adherence to policy and procedure.
 - 2. The jail administrator will discuss any issues with the jail sergeant in an effort to correct any deficiencies.
 - 3. The jail administrator will refer the completed documentation to the Sheriff, Captain and if necessary the District Attorney.
 - 4. The jail administrator will ensure that corrective action is taken with staff members or that policy changes or training needs are addressed as necessary.

CALUMET COUNTY JAIL	
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II.23 – RIPP MAXIMUM RESTRAINT BACKBOARD

Policy:

The RIPP maximum restraint backboard is used to temporarily restrain and/or transport combative, out-of-control inmates.

Procedure:

II.23.00.10 – Application Circumstances.

- A. When an inmate demonstrates the potential for self-injury he or she should first be placed in an environment that provides the least opportunity for self-harm. If the inmate's behavior continues to demonstrate that his/her safety or the safety of others will be in danger, then the restraint board may be used. The use of the maximum restraint backboard is authorized only in the following circumstances:
1. When an inmate poses an imminent threat of physical injury to jail staff and/or other inmates unless restrained.
 2. When an inmate poses an imminent threat of physical injury to him/herself unless restrained.
 3. The decision to apply restraints will be based on the behavior of the inmate observed by department staff.
- B. Under no circumstance will placement on the maximum restraint backboard be used as punishment.

II.23.00.20 – Application Procedure.

- A. The restraint backboard will be stored in the secure booking room. The manufacture's manual and copies of this policy and appropriate forms will be kept with the restraint board.
- B. A jail supervisor must authorize the use of the Ripp Maximum Restraint Backboard. When the situation is stable the corrections officer may request the authorizing supervisor to complete an Authorization for use of Restraint Chair/Backboard form.
- C. Whenever possible a corrections officer not directly involved in placing the inmate onto the restraint board will videotape the process. The documentation should include the following:
1. Inmate behavior or a verbal description of the behavior prior to application of restraints.
 2. Any negotiations conducted prior to restraint.
 3. Application of restraints.
 4. Reading of Notice of Restraint Chair/Board Use form.

5. Circulation check of inmate's extremities.
6. Movement of inmate to holding cell.
7. Any injuries to staff or inmate.
8. Release from restraints.

D. Restraints will be applied according to the procedures provided by the manufacturer and the training provided by the Calumet County Sheriff's Department.

E. Whenever possible, when an inmate is placed on the backboard the supervisor in charge or the corrections officer shall:

1. Explain the procedure to the inmate as it takes place. In an emergency the explanation can occur after the application of restraints.
2. Read the Notice of Restraint Chair/Board Use form to the inmate explaining what behavior the inmate must exhibit in order to be released from the restraints.

II.23.00.30 – Post Application Medical Concerns.

A. Inmates may not be left unsupervised on the restraint board. A corrections officer or deputy must stay with the inmate to ensure a clear airway. The inmate should be placed in a holding cell; the restraint board may be secured to the bed or placed on the floor.

B. After an inmate has been placed on the restraint board the following procedure must be followed:

1. The supervisor or corrections officer will check the inmate's circulation every fifteen minutes to ensure that the restraint is secure and that circulation is not impaired at the inmate's wrists or ankles. These checks will be documented on the Restraint Chair/Board Log form.
2. If chemical agents were used, the corrections officer or deputies must flush out the inmate's eyes when it is safe to do so.
3. Jail staff will care for the physical needs of the inmate such as nourishment, fluids and personal hygiene needs every hour or as required.
4. When available, the corrections nurse and a human services psychiatric social worker will be called to interview and evaluate the inmate.

II.23.00.40 – Release From Restraints.

A. The corrections nurse and human services social worker will be contacted to reevaluate the inmate every twenty-four hours.

- B. The corrections nurse, psychiatric social worker or corrections officer may inform the supervisor whether they feel the continued use of the restraint board is required. The supervisor, jail sergeant or jail administrator will approve or disapprove the recommendation to remove restraints.
- C. The restraints will be removed when the supervisor, jail sergeant or jail administrator determines that the person has gained his/her composure and is no longer combative or out of control.
- D. An inmate who has been removed from the restraint board will be held in administrative segregation for observation.
- E. The corrections officer removing restraints from an inmate is responsible for the immediate cleaning of the restraints. Restraints will be cleaned with North Woods Mega-cide, (found in the secure booking room).
- F. The supervisor and all participating corrections officers and deputies will complete an incident report documenting the reasons for use of the backboard as well as the application of the restraints. All appropriate forms used during the incident will be attached to the report.
 - 1. The jail sergeant will review the finished report for completeness and compliance with policy. The sergeant will return any incomplete report to the officer(s) for correction.
 - 2. The sergeant will submit the completed report to the jail administrator and discuss any issues or problems.
 - 3. The jail administrator will be responsible to review the report and address any training or policy compliance issues.

II.23.00.50 – Training.

- A. All corrections officers and any supervisor who approves the use of the Ripp Maximum Restraint Backboard must receive annual training in its use. The training will include restraint application and review of forms and jail policy.

CALUMET COUNTY JAIL		
SECTION: II	SUBJECT: RIPP Maximum Restraint Backboard	
POLICY NUMBER: II.23R1	REPLACES POLICY NUMBER: II.23	
EFFECTIVE DATE: 01/15/09	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel		DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:		
PAGE 3 of 3 PAGES		

II.24 - PRO-STRAINT VIOLENT PRISONER CHAIR

Policy

The Pro-Strait Chair is only used to temporarily restrain violent, combative, out-of-control inmates.

It is meant to be employed as a humane and comfortable restraint when it is evident that a prisoner might do harm to himself/herself or others when placed in a cell.

Procedure

II.24.00.10 - Application Circumstances.

- A. When an inmate demonstrates the potential for self-injury he or she should first be placed in an environment that provides the least opportunity for self-harm. If the inmate's behavior continues to demonstrate that his/her safety or the safety of others will be in danger, then the restraint chair may be used. The use of the Pro-Strait Chair is authorized only in the following circumstances:
1. When an inmate poses an imminent threat of physical injury to Jail Staff and/or other inmates unless restrained.
 2. When an inmate poses an imminent threat of physical injury to himself/herself unless restrained.
 3. The decision to apply restraints will be based on the observed behavior of the inmate by jail staff.

II.24.00.20 - Application Procedure.

- A. The restraint chair will be stored in the POSC equipment room. The manufacturer's warning material and application directions will be kept with the chair.
- B. A jail supervisor must authorize the use of the Pro-Strait Chair. The correctional officer may request the supervisor to complete an Authorization for use of Restraint Chair form.
- C. Under no circumstance will placement in the Pro-Strait Violent Prisoner Chair be used as punishment.
- D. Whenever possible a corrections officer not directly involved in placing the inmate into the restraint chair will videotape the process. The documentation should include the following:
1. Inmate behavior or a verbal description of the behavior prior to application of restraints.
 2. Any negotiations conducted prior to restraint.
 3. Application of the restraints.

4. Circulation check of inmate's extremities.
 5. Reading of the Notice of Restraint Chair Use form.
 6. Movement of the inmate to holding cell.
 7. Any injuries to staff or inmate.
 8. Release from restraints.
- E. Restraints will be applied according to the procedures provided by the manufacturer and with training provided by the Calumet County Sheriff's Department.
- F. Whenever possible, when an inmate is placed in the chair, the supervisor in charge or a correctional officer shall:
1. Explain the procedure to the inmate as it takes place. In an emergency the explanation can occur after application of the restraints.
 2. Read the Notice of Restraint Chair Use form to the inmate, explaining what behavior the inmate must exhibit in order to be released from the restraints.
- G. The inmate should be placed into holding cell I-2, I-4, I-5 or the multipurpose room to allow video observation between fifteen-minute checks of the inmate.
- H. The supervisor or correctional officer will check the inmate's circulation every fifteen minutes. Ensure that the restraint is secure and that circulation is not impaired at the inmate's wrists and ankles.
- I. If chemical agents were used, the correctional officer or deputies must flush out the inmate's eyes when it is safe to do so.
- J. The supervisor, participating correctional officers and deputies will complete an incident report documenting the reasons for use of the chair, the application of the restraints, and any injuries to staff and/or the inmate.

II.24.00.30 - Post-Application Medical Concerns.

- A. A correctional officer will continue to check the inmate's circulation approximately every fifteen minutes. The checks will be documented on the Restraint Chair Log form.
- B. Jail staff will care for the physical needs of the inmate such as nourishment, fluids and personal hygiene needs every hour as needed.
- C. When available, the corrections nurse, physician/medical director and a human services psychiatric social worker will be called to interview and evaluate the inmate.
- D. The corrections nurse and human services psychiatric social worker will be contacted to reevaluate the inmate every twenty-four hours.

E. When tactically feasible the inmate's freedom of movement should be checked. It is recommended that this be considered at least every 6 hours.

1. Arm and leg restraints may be loosened independently to allow movement of each extremity.
2. If the inmate remains violent and/or combative the restraints will be secured.

II.24.00.40 - Release From Restraints.

A. The corrections nurse, psychiatric social worker or correctional officer may inform the supervisor whether they feel the use of the Pro-Straint Chair is required. The Sergeant or a supervisor will approve or disapprove the recommendation to remove the restraints.

1. If the inmate has not regained his/her composure after 24 hours department staff should review the behavior and situation for possible placement of the inmate on an emergency commitment.

B. Restraints may be removed when the supervisor feels the person has regained his/her composure and is no longer combative or out of control.

C. An inmate who has been removed from the restraint chair will be held in administrative confinement for observation.

D. The correctional officer removing the restraints from an inmate is responsible for the immediate cleaning of the restraints. Restraints will be cleaned with North Woods Megacide, (found in the secure booking room).

II.24.00.50 - Training.

A. All correctional officers and any supervisor who approves the use of the Pro-Straint Chair, must receive annual training in its use. The training will include restraint application, and review of forms and jail policy.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Pro-Straint Violent Prisoner Chair
POLICY NUMBER: II.24R5	REPLACES POLICY NUMBER: II.23R4
EFFECTIVE DATE: 01/15/09	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Calumet County Sheriff	Date of approval:
MISCELLANEOUS INFORMATION:	
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II.25 – Protection Mask

Policy:

- A. Protection Masks are available to reduce the risk of exposure to infectious diseases from an inmate who is transmitting fluids from the facial area during escort or restraint application procedures.
- B. One Time Use - Protection Masks are to be removed and disposed of properly when escort is complete, the inmate will be left unattended, or when advised by a supervisor.
- C. Temporary - Protection Masks are designed for temporary use during prisoner escorts or restraint application. The mask must be removed before an inmate is left alone in a cell or other holding area.
- D. The Protection Mask will never be used as punishment.

Procedure:

- A. The prisoner must be restrained with arms behind back or unable to grasp mask.
- B. The wearer must be under constant visual supervision and should not be left alone.
- C. Do Not Use – on anyone who is unconscious, having difficulty breathing, or is bleeding profusely from the mouth or nose area.
- D. Remove immediately if person is choking, gagging or vomiting.
- E. If possible remove jewelry and eyewear before using the Hood.

II.25.00.10 – Application.

- A. The corrections officer applying the mask must be familiar with the manufacturer directions and warnings included with the mask.
- B. The mask is one size fits all. If there is difficulty applying due to a large size head, discontinue use.
- C. With elastic straps outstretched, place mask over subjects face.
- D. Adjust mask on face if needed.

II.25.00.20 – Training.

- A. All correctional officers will receive annual training in the use and application of the Protection Mask, this training may be conducted in conjunction with annual training for use of the restraint chair and board.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: PROTECTION HOOD
POLICY NUMBER: II.25R2	REPLACES POLICY NUMBER: II.24R1
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:
APPROVED BY: Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
PAGE 2 of 2 PAGES	

II.26 - REMOTELY ACTIVATED CUSTODY CONTROL SYSTEM (RACC)

Policy:

Consistent with the established Calumet County Sheriff's Department policy and practice of using a minimum amount of force to control an individual's behavior (see Use of Force policy # II.21), the Calumet County Sheriff's Department shall approve the use of an electronic restraint system to not only control, but also prevent aggressive behavior.

II.26.00.10 - Definitions:

- A. RACC Belt: A remotely operated electronic restraint device which produces an electrical shock for approximately eight (8) continuous seconds that can disorient, temporarily immobilize, and stun the person wearing the belt without causing permanent injuries. A small radio transmitter activates the device. The RACC belt may be used alone, or in combination with other restraints such as handcuffs, belly chains, and leg irons.
- B. Control Officer: The Officer who has been assigned the activation device.
- C. Activation Device: A push button device used to activate the RACC belt system.

II.26.00.20 - General:

- A. The RACC belt system may be used to provide added security and control for prisoners who are in custody of the Calumet County Sheriff's Department.
- B. Appropriate Usage.
 - 1. The RACC belt system may be used on any in-custody person including those who are making court appearances, being transported, or incarcerated in the jail. This includes juveniles only after permission has been obtained from the Jail Administrator, Captain or Sheriff.
- C. Accessories.
 - 1. As appropriate to the circumstances, the RACC Belt System may be used in lieu of, or in addition to, other restraint devices. Regardless of whether the RACC belt system is used or not, officers are expected to ensure the safety and security of those individuals in their custody.
- D. Maintenance.
 - 1. The jail sergeant shall be responsible for maintaining the RACC belt system. The sergeant may designate another person who has been trained to use the system to charge and maintain the RACC belt.
- E. Training.

1. No officer may operate the RACC belt system, either in the belt's maintenance, or in use with prisoners, unless that officer has completed a departmentally approved training course on the use of the RACC belt system.
2. All Sheriff's department officers trained to use the RACC belt system must attend refresher training on an annual basis.

II.26.00.30 - Use of the RACC Belt System.

- A. Prior to using the RACC belt system, the person designated as the control officer shall inspect and test the system to ensure that it is functioning and in proper working condition. This includes comparing the activation device with the RACC system belt to ensure that they match.
- B. The prisoner's past history of violent behavior or attempted escape, present conduct, known threats toward jail staff, court officials and/or the public, or a request by the court will determine the wearing of the RACC belt system.
 1. A jail supervisor will notify the following when it has been determined that an inmate should wear the RACC belt during a trial before a jury.
 - a. Presiding Judge.
 - b. Prosecuting Attorney.
 - c. Defense Attorney.
 2. The presiding judge will make the final restraint use determination.
- C. Application: Once a determination has been made to secure an individual with the RACC belt system, the Control Officer shall place the RACC belt system around the individual's waist. The Control Officer shall make all appropriate adjustments and ensure that the belt has been properly placed.
 1. The RACC belt system should be placed on an individual when they are in a controlled environment, and prior to any movement.
 2. As appropriate, for those individuals wearing the RACC belt system during a court appearance, an article of clothing worn by the individual should conceal the RACC belt system.
- D. Notification: Once the RACC belt system is in place, the Control Officer shall read the prisoner the RACC notification form.
 1. The RACC Belt System Notification form shall be read to the prisoner in the presence of a witness.
 2. Upon reading the form, the Control Officer will complete and sign the notification form.
 3. The witness will also sign the notification form.

4. The original copy of completed Notification forms will be placed in the RACC notebook.
5. When the RACC belt system is to be used on a prisoner who will be attending court the Control Officer shall be responsible to notify the district attorney's office and the circuit court office.

E. Control Officer Device Retention: The Control Officer shall retain control over the activation device at all times while the prisoner wearing the belt system is in their charge.

F. Release from RACC Belt System: The RACC Belt System shall be removed from the prisoner in a secure environment, under the following circumstances:

1. The jail nurse or other medical authority determines that the RACC Belt System is impeding a medical procedure.
2. A judge determines the presence or use of the RACC Belt System to be an impediment of the judicial process.
3. The court appearance or transport ends, or the behavior of the prisoner improves.

II.26.00.40 - RACC Activation.

A. The RACC belt system may be activated under the following circumstances:

1. Any attempt or perceived attempt to escape;
2. Any outburst or quick movement;
3. Any perceived hostile movement;
4. Any failure to comply with the lawful direction of the Control Officer.
5. Any tampering with the RACC belt system;
6. Any overt act against any person.

B. Warning: As appropriate to the circumstances, the Control Officer may verbally warn the prisoner to stop their behavior. Acts of aggression or attempted escape warrant immediate activation.

C. Security: Immediately after activation of the RACC belt system, officers shall secure the person in custody with other appropriate restraint devices. As dictated by the circumstances, the prisoner may be moved to a secure area.

D. Subsequent Activations: In the event that the prisoner is able to resist being secured after a single activation, a second activation may be initiated.

E. Justification: Subsequent activations should be used only if the prisoner is still actively attempting assault or escape. If the prisoner's actions are limited to resistance to being

secured, other physical restraint methods should be attempted in lieu of activation of the restraint belt.

F. If unintended activation of the RACC belt system occurs, at a minimum, the following course of action is suggested:

1. Attempt to shut stun module off with the magnetic cutoff switch.
2. Place a thick object or metal "plate" between the probes and the wearer's back; also try twisting the belt so the probes point outward.
3. Remove the belt from the wearer immediately.

II.26.00.50 - RACC Belt Post Use Procedure.

A. Once an individual has been secured after the activation of the RACC belt system, the individual should be examined for secondary injuries. Contact the jail nurse or other appropriate medical authority as determined necessary. This also includes the evaluation of any complaints of a medical nature made by the prisoner subsequent to activation of the RACC belt system.

1. Should the device be activated at, or while transporting from another facility, the transporting officer(s) will obtain necessary medical treatment that is appropriate.

B. Report: After activation of the RACC belt system, and prior to the end of their shift, the Control Officer and any witnessing officer, shall prepare a Sheriff's department incident report. The report should be included in the report:

1. The identity of the prisoner;
2. Location of activation;
3. Date and time of the activation(s);
4. A description of the circumstances and actions of the prisoner which initiated activation of the RACC belt system;
5. The reaction of the prisoner after activation and the effectiveness of the device;
6. Detailed description of any observable mark or injury sustained by the prisoner, along with photographic documentation;
7. Any complaints from the prisoner;
8. Result of medical evaluation.

C. Review: Upon completion of the report, the preparing officer shall forward the document to the jail sergeant for review. After the jail sergeant has reviewed the report it shall be forwarded to the jail administrator.

1. The jail administrator will review the report and discuss it with the captain and Sheriff.

D. The RACC belt system may NOT be used under the following circumstances:

1. On pregnant females;
2. To threaten, abuse, coerce, taunt, or belittle any person; or,
3. In any form of "horseplay".

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: RACC Belt
POLICY NUMBER: II.26R1	REPLACES POLICY NUMBER: II.26
EFFECTIVE DATE: 01/01/08	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.27 – Corrections Emergency Response Team

Policy:

The correctional emergency response team will help maintain a safe and secure environment for all inmates, volunteers, visiting public, jail staff and other employees.

II.27.00.10 – Correctional Emergency Response Team Purpose.

A. The Correctional Emergency Response Team (C.E.R.T.) is a specially trained team of officers that may be used under the following circumstances:

1. Inmate disturbances.
2. Assist in hostage rescue.
3. Barricaded inmate incidents.
4. Inmate attempting suicide, self-mutilation or harm etc.
5. Cell extractions.
6. Prevent escapes.
7. Transport/move high-risk inmates.
8. Assist in providing court ordered medication to non-compliant inmates.
9. Other critical incidents.

B. Team priorities include:

1. Making every effort to resolve situations without force.
2. Control of inmates in compliance with Calumet County Sheriff's Department Use of Force Policy.
3. Subdue violent or potentially dangerous subjects while minimizing the risk of injury to inmate(s) and officer(s)

C. Team responsibilities include:

1. Assume positions of containment.
2. Assist in gathering intelligence.
3. Display necessary resources to contain or resolve the situation.
4. Formulate a strategy and develop contingency plans:

- a. Develop a plan.
 - b. Rapidly execute the plan.
 - c. Be firm in executing the plan.
 - d. Rescue trapped officer(s), civilian(s), inmate(s).
5. Determine means to resolve situations in compliance with Calumet County Sheriff's Department and State of Wisconsin's Force Option Continuum.

II.27.00.20 – Team Command and Control Structure.

- A. The jail administrator under the direction of the Sheriff will oversee the CERT.
 - 1. The jail administrator will review team policy and procedure annually or as needed.
 - 2. The jail administrator will select a CERT Team Director.
- B. The Team Director will command the CERT.
 - 1. The team director will recommend team members to the jail administrator.
 - 2. The director will plan team training, drills and preparation.
- C. The CERT will consist of Calumet County corrections officers.
 - 1. Team members will be volunteers.
- D. Training will consist of in-house training with other team members and corrections officers, training at outside school facilities, and possible training with other CERT teams.
 - 1. Training will be mandatory; unexcused absenteeism from training may result in termination from the CERT.
- E. Equipment will be provided by the Calumet County Jail and approved by the team director and jail administrator.
 - 1. Resolution suits, pads, restraints and the equipment cart will be stored in the POSC equipment storeroom.
 - 2. Team members may provide personal protection items such as an athletic supporter and/or mouth guard.

II.27.00.30 – Jail Staff Procedure.

- A. If a jail emergency arises, jail staff will first secure the jail.

1. Inmates will be locked into their cells.
 2. All programs will be halted; volunteers, visitors, attorneys, and other members of the public will be escorted from the jail, if this can be safely accomplished..
 3. No other inmate movement will take place.
 4. If the emergency has created a location where locking down the inmates is not possible, jail staff will secure the area as best as possible.
 5. If it is determined that emergency medical services may possibly be needed, they will be contacted and requested to standby outside of the building.
 6. Obtain as much information about the situation and participants as possible and document it for the team briefing process.
- B. Jail staff will notify the communications center of the emergency.
- C. A jail supervisor will be notified if not on duty.
- D. The jail supervisor along with jail staff will decide if the emergency warrants immediate entry.
1. If an inmate, law enforcement official, legal representative, volunteer or member of the public's safety is in immediate danger, exigent circumstance may warrant a cell extraction by available staff.
 2. County or city officers may be called in for mutual aid assistance.
 3. General protective gear such as helmets and pads are available for an immediate entry, this equipment is stored in the POSC equipment storeroom.
- E. If it is decided by the jail supervisor that the CERT will be activated, that jail supervisor will be responsible for team call-out.
- F. If it is determined that the situation possibly involves the commission of a criminal violation an investigation will commence.
1. A patrol officer and/or department investigator will be contacted to assist with the investigation.

II.27.00.40 – Team Call-Out.

- A. If it has been decided that the CERT will be activated, the team director should be contacted first if possible.
1. The officer contacting the team director and/or team members will briefly explain the emergency and instruct the officers where to meet for preparation.

2. The calling officer will document all officers that were contacted.
 - a. When staff is unable to contact an officer a message will be left and another call will be made after approximately ten minutes.
 3. Additional corrections officers may be contacted to relieve CERT members who are working during the incident or to assist with the situation.
- B. The jail administrator, captain and Sheriff will be contacted and made aware of the situation.

II.27.00.50 – Mobilization.

- A. Responding CERT members will assemble at the POSC equipment storeroom, located in the main hallway.
1. Team members will suit up and check their equipment while listening to the briefing process.
- B. Under the direction of the team director or a team leader a tactical plan will be developed. Videotaping will begin with the date and time and a brief explanation of the incident, the name(s) of the inmate(s) involved and the CERT members present.
1. Final briefing is conducted.
 2. Officer in charge chosen when necessary as well as team assignments.
 3. Team will decide what equipment will be needed.
 4. Final check conducted of equipment.
 5. Team members move to staging area.
- C. During final negotiation attempt the corrections officer or supervisor shall warn the subject(s) that force will be used.
- D. Control is turned over to the team leader who conducts final negotiation.
1. “Show of Force” provided by teams presence.
 2. Team leader offers, “Surrender ritual”.
 - a. Inmate(s) will lay facedown, arms extended to side like an airplane with palm of hands facing up and head turned to the side.
 3. Team leader confirms non-compliance of subject(s).
 4. If subject(s) refuse(s) to comply, action may be taken based on a violation of Safer 8 to 5 Concept.

E. CERT will stabilize subject(s) and scene.

1. Team will use only as much force as necessary to achieve compliance.
2. Restraints are applied and safety locked.
3. Subject(s) shall be searched.
4. Subject(s) moved to sterile cell or other designated area.
5. Team members will secure all weapons.
6. Scene will be searched for equipment, contraband and general cleaning.

a. Department evidence technicians may be called to document scene when necessary.

F. CERT will stand by with stabilized inmate(s).

1. Determine need for medical treatment.
2. Restraints will be checked.
3. Inmate(s) stabilized to their level of resistance.
4. Monitoring and debriefing.
5. Decontamination.

G. CERT members are relieved.

1. Team members report back to equipment room.
2. Team members perform wellness check, report injuries to team director or leader and decontaminate.
3. Each member will inspect, sanitize, stow and restocked equipment assigned to them.
4. Any missing or damaged equipment will be immediately reported to the team director or leader.
5. Debriefing conducted by team director or leader.

II.27.00.60 - Videotape Documentation of the CERT.

A. An officer not directly involved in controlling or resolving the incident will videotape deployment of the CERT.

1. The entire incident will be recorded.

2. The video camera assigned to the jail and stored in the jail office will be used for CERT deployments.
3. Digital images of the incident and CERT response recorded by jail security cameras will be saved to a CD and submitted with the report.

B. Video format used to document CERT deployments.

1. The camera operator will begin recording the incident when the team leader begins the team briefing which will include:
 - a. The video operator identifying himself or herself.
 - b. CERT members identifying themselves.
 - c. The type of incident.
 - d. Number of inmates involved if known.
 - e. Name(s) (when known) of inmate(s) involved.
 - f. Pertinent information about the inmate(s) involved.
 - g. Description of the events leading up to the call-out of the CERT.
 - h. What other actions, if any, have been taken.
2. Videotaping of the scene will include but will not be limited to the following:
 - a. Negotiation phase.
 1. Negotiations for cooperation.
 2. Order for compliance.
 3. Statement of actions taken for noncompliance.
 - b. Show of force phase.
 1. Initial setup.
 2. Continued negotiations.
 3. Control of incident turned over to team leader.
 4. Final negotiations.
 - c. CERT intervention.
 - d. Follow through.
 1. Stabilization, application of restraints.
 2. Initial medical assessment.
 3. Search procedure.

4. Escort procedure.
5. Transportation procedure.
6. Turnover/removal of restraints procedure.
7. Decontamination process.

e. Conclusion.

1. Document any injuries to inmate(s) or staff.
2. Note inmate(s) present location.
3. Note condition of inmate(s).
4. Note that written reports will be submitted.

C. The video tape will be preserved as evidence and submitted to the department evidence custodian with proper documentation.

II.27.00.70 – After Incident Critique.

A. After each CERT use incident or significant training event, the team director will conduct an incident review.

1. The purpose of the review is to create a forum for team members to offer information for improvement of the team.

B. Reviews will be formatted to develop the following information.

1. Positive factors.
2. Negative factors.
3. Solutions for the negative factors.

II.27.00.80 – Documentation.

A. A Jail Incident Report and a Sheriff's Department incident number will be generated for each incident that requires the use of the CERT.

B. The initiating corrections officer and supervisor along with all CERT members involved in resolving the incident will submit a report.

C. The CERT Team Director/Corporal will review the documentation for proper structure, accuracy, clarity, terminology for action taken, completeness, training issues and adherence POSC standards and jail policy.

1. The CERT Team Director/Corporal will refer the report back to the officer(s) for correction.

D. The Team Director/Corporal will submit the report to the Jail Sergeant and discuss any problems or issues with the Sergeant.

1. The Sergeant will review the documentation for accuracy, completeness and adherence to jail policy.
 2. The Sergeant will refer any incomplete documentation to the Team Director/Corporal for completion or revision.
- E. When complete the jail Sergeant will forward a complete copy of the incident report to the Jail Administrator and discuss any problems or policy compliance issues with the Jail Administrator.
1. The Jail Administrator will review the final report and documentation for completeness, problems, and adherence to policy and procedure.
 2. The Jail Administrator will discuss any issues with the sergeant and/or the CERT Team Director in an effort to correct any deficiencies.
 3. The Jail Administrator will refer the completed documentation to the Sheriff, Captain and if necessary to the District Attorney.
 4. The Jail Administrator will ensure that corrective action is taken with staff members or that policy changes or training needs are addressed when necessary.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Corrections Emergency Response Team
POLICY NUMBER: II.27	REPLACES POLICY NUMBER:
EFFECTIVE DATE: 10/30/2009	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION: New Policy	
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II.28 – MAIL

Policy

To insure that all inmates of the Calumet County Jail have the opportunity to maintain written contact with family, friends, attorneys, courts and government officials.

II.28.00.10 Definitions.

- A. General Mail: Correspondence with anyone other than courts, attorneys, elected officials, any investigative agency of the federal government or state probation and parole office.
- B. Privileged Mail: Correspondence with courts, attorneys, elected officials, any investigative agency of the federal government or state probation and parole officials.
- C. Indigent Inmate: An inmate without sufficient funds to purchase necessary items in the jail.

Procedure

II.28.00.20 Incoming Mail and Packages.

- A. Excluding weekends and holidays, all incoming mail shall be distributed to inmates within 24 hours of its delivery to the jail. Excluding weekends and holidays, all packages shall be distributed to inmates within 48 hours of its delivery to the jail.
- B. Inmates must sign the Inmate Information form (40JL10), authorizing jail staff to open and inspect incoming mail and packages.
 - 1. If an inmate refuses to sign the authorization portion of the form all mail received for that inmate will be returned to the Post Office as refused.
- C. The on-duty correctional officer shall open and inspect all non-privileged mail and packages for contraband at the time the mail is received.
 - 1. Non-privileged mail may be scanned for information that threatens the safety and security of the jail, jail staff, elected officials, inmates and the public.
- D. After inspecting the mail, the correctional officer will sort all inmate mail and deliver it to the addressed inmate.
- E. All privileged/legal mail and packages will be opened in front of the inmate, removed from its envelope or package and inspected for contraband. Department staff will not read privileged mail.
- F. Cash, checks or money orders discovered in incoming mail shall be properly credited to the inmate's canteen account.
- G. All publications and reading material must be mailed to the inmate directly from the publisher.

1. All incoming publications and reading material will be opened by the correctional officer and inspected for contraband and/or jail rule violations.
 2. Publications and reading material that are obscene, under standards set by the Supreme Court, depict methods of weapon manufacture, means of escape or present a threat to the safety or security of the jail will be managed per Section II.28.00.40 below.
- H. Mail that is considered to threaten the safety and security of the jail, jail staff, elected officials, inmates, the public or is a violation of jail rules or is in violation of a no-contact order will be managed as per section II.28.00.40 below.
- I. The passing of notes between inmates and/or visitors will not be permitted.

II.28.00.30 Outgoing Mail.

A. All outgoing mail will be addressed as follows:

1. The inmate's name and complete return address must be in the upper left-hand corner of the envelope.
2. The name and address of the intended recipient of the mail or package must be on the front of the envelope or package.
3. All mail will have proper postage affixed to the envelope.

B. Any mail not addressed properly or having insufficient postage will be returned to the inmate for completion.

C. General outgoing mail shall be left unsealed by the inmate.

D. The inmate may seal outgoing privileged mail.

E. General outgoing mail may be inspected for contraband and scanned for information that affects the safety and security of the jail, jail staff, elected officials, inmates and the public.

1. Outgoing mail will not be held for more than twenty-four hours unless it is held as evidence.
2. Outgoing mail that is considered to be a threat as stated above, is a violation of jail rules, or is in violation of a no-contact order will be managed per Section II.28.00.40 below.

F. Indigent inmates.

1. Indigent inmates will be advised that the jail will furnish with the following items on each Wednesday:
 - a. Two first-class stamps.
 - b. Two business size envelopes.

- c. A limited amount of writing paper as determined by the correctional officer.
2. Additional stamps, paper and envelopes are available through the jail commissary.
3. The jail will not pay postage for any registered, certified or insured mail.

II.28.00.40 – Non-Delivery of Mail.

A. Incoming mail.

1. Mail, packages or reading materials that a correctional officer determine contains contraband, violates jail rules or contains information that affects the safety and security of the jail, jail staff, elected officials, inmates and the public will not be delivered to the inmate.
2. The correctional officer who refuses delivery of mail will complete a Notice Of Non-Delivery form (40JL39) noting the reason(s) for non-delivery.
 - a. The correctional officer will place the white original copy of the form into the inmate's booking file.
 - b. The correctional officer will give the yellow copy of the form to the inmate and provide a brief explanation of why the mail was denied and attempt to answer questions the inmate may have.
3. Any non-delivered mail will be placed into the inmates property locker or booking file pending an appeal by the inmate; or will be delivered upon the inmate's release. Mail that violates federal, state or local law or ordinance will be handled per paragraph C below.

B. Outgoing mail.

1. Mail that is not properly addressed or posted will be returned to the inmate for correction.
2. If the inmate does not correct the problem a Notice of Non-Delivery form will be completed.
 - a. The correctional officer will place the mail and the white original copy of the form into the inmate's booking file or property locker pending an appeal by the inmate.
 - b. The correctional officer will give the yellow copy of the form to the inmate with a brief explanation of why the mail was denied.

C. Any non-delivered Mail that contains information or items that a correctional officer determines violates federal, state or local law or ordinance will be retained as evidence.

1. The correctional officer will properly label and package the items and place them into the evidence room.
2. The correctional officer may request that an Investigator or Patrol Officer be dispatched to the jail to assist in the investigation.

3. The correctional officer will complete a detailed report of the incident.

D. Any inmate who receives a Notice of Non Delivery form may appeal the correctional officer's decision.

1. The inmate will complete an "ICF" form requesting that the Jail Sergeant review the mail and decide if the inmate can possess it.

2. The Jail Sergeant will review the mail and give the inmate a written answer by completing the ICF form.

a. If the Sergeant decides that the inmate may not possess the mail a compromise may be offered allowing the inmate to read or view the mail outside of the housing area for a specific time period.

3. If the inmate wishes to appeal the jail sergeants decision, the appeal will be made by ICF addressed in the following appeal order:

- a. Next appeal to the Jail Administrator.
- b. Next appeal to the Sheriff's Captain.
- c. Final appeal to the Sheriff.

4. At any appeal level a written decision will be provided on the completed ICF form or a compromise may be offered for reading/viewing the materials outside of the cellblock.

II.28.00.50 – Mail Composition and Quantity.

A. Mail will not be returned or not delivered based solely on the language it is written in.

1. Mail that appears to be written in code or in a language that cannot be easily translated may be held and a notice of non-delivery issued.

2. Correctional Officers may use "freetranslation.com" in an attempt to translate mail.

B. The length and quantity of mail received by or written by an inmate will generally be unlimited unless it presents a burden for the department to adequately open and/or screen the item(s) within the time limits specified in II.28.00.20 paragraph A, or II.28.00.30 paragraph E, 1 above.

1. The amount of mail, publications and other similar items kept in the inmate's cell may be controlled in the interest of the safety, security or sanitation of the jail.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Mail
POLICY NUMBER: II.28R3	REPLACES POLICY NUMBER: II.26R2
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:

APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION: .	
PAGE 5 of 5 PAGES	

II.29 – VISITATION

Policy

To ensure that all inmates are afforded the opportunity to maintain contact with family, friends and professionals providing services to inmates.

Procedure

II.29.00.10 – Visitation Schedule.

- A. Public visiting for inmates classified as Minimum or Medium risk will be scheduled as follows:
 - 1. Thursday and Sunday evening.
 - 2. Females – 5:00 p.m. to 7:00 p.m.
Males – 7:00 p.m. to 9:00 p.m.
- B. Visiting for inmates classified as Maximum risk will be scheduled for Thursday only from 5:30PM to 6:30PM.
- C. Inmates confined for disciplinary or administrative segregation are not allowed visitors.
 - 1. Arrangements for a special visit may be approved by a jail supervisor. When approved special visits may take place during regular visiting hours or at other times if visits cannot be accommodated safely during regular visiting hours.
- D. Visiting for inmates considered as high risk will be made by special arrangement unless a supervisor approves visiting during regular visiting hours.

II.29.00.20 – Length and Location of Visits.

- A. Each inmate is allowed one 20-minute period and three visitors (including children of the inmate), per visiting night.
- B. Public visitation will take place by visitation phone with the visitor placed in room 128F through door V-1; the inmate will be placed in the secure side of the room through door V-5. A visitation requested in any other location is a special visit and must be approved by a supervisor.
- C. The jail sergeant, administrator, other supervisor, captain, or Sheriff may allow special or extended visits under exigent or special circumstances.
 - 1. The day, time or length of a visit may be adjusted to accommodate a visit by immediate family of the inmate who live more than 60 miles from the jail.
 - 2. Contact visits with family members are discouraged but may be allowed by a supervisor when jail staff will be present to supervise the visit.

II.29.00.30 – Visitor Requirements.

- A. Each inmate will maintain a list of up to eight visitors including family members, children and friends.
- B. All visitors must be 18 years of age to visit (excluding children of the inmate), and must present some form of photo identification acceptable to the on-duty correctional officer.
 - 1. The visitor's name and birth date will be checked for wants and warrants via the TIME system on the first visit and at intervals not to exceed 4 weeks there after.
 - 2. A copy of the visitor's identification will be added to the file of approved visitors. The date, time-in and time-out will be recorded in the jail management system each time the person visits.
- C. Juveniles will be permitted to visit if accompanied by a parent or legal guardian.
 - 1. An inmate's child who is under the age of 18 may visit when accompanied by an adult other than a parent or guardian under the following circumstance:
 - a. The inmate submits an Inmate Communication form in advance requesting the visit and the visit is approved by a jail supervisor.
 - b. Unless jail staff is familiar with the inmates' family the inmate must submit a copy of a birth certificate for the child that indicates the names of the mother and father, or a copy of a court order indicating that the inmate has primary custody of the child, or is the legal guardian of the child.
 - c. Prior to the visit, the custodial parent or guardian must report to the jail in person to provide written approval for a specific adult to accompany the child during the visit(s). If jail staff is familiar with the parent verbal permission or a faxed statement is acceptable.
- D. All visitors are required to sign the visiting register indicating their full name, address, relationship to the inmate to be visited, and the inmate's name.
- E. No food, beverage, personal property or packages will be allowed into the secure visiting area of the jail. A purse may be taken into the visiting area. Correctional officers will only accept deliveries by visitors for inmates via the jail reception pass-through.
- F. Attorneys, probation/parole agents and clergy will be allowed visitation with inmates during reasonable hours.
 - 1. Correctional officers may allow attorneys, probation/parole agents and clergy to meet with inmates in conference rooms V-2 and V-3 located in the visitation area.

II.29.00.35 – Media Visitation with Inmates.

- A. Visits or interviews with news or media personnel are considered special visits and may be permitted only with the permission of the Sheriff or his/her designee.
- B. The inmate must consent to the interview.
- C. The Sheriff or designee must authorize the use of cameras/recording devices and specify if the interview is a contact visit.
- D. A jail supervisor will coordinate media visits including the day, time and location.
- E. Media visitation procedure.
 - 1. Media personnel will be instructed to mail a request for a visit/interview to the inmate at the jail.
 - a. Jail staff will not pass notes or letters to the inmate.
 - 2. The inmate will submit an Inmate Communication form requesting the visit.
 - 3. A jail supervisor will submit the request to the Sheriff or designee for approval and direction.
 - 4. When approved a jail supervisor will arrange the visit including any additional security measures required.

II.29.00.40 – Visitation Security.

- A. Visitors who intend to enter the jail may be subject to a search for weapons or contraband. Any search of a visitor including an attorney or other professional will be conducted per Calumet County Jail Policy II.8, Search and Seizure, Section II.8.10.10, Searches of Visitors and Civilians.
- B. The correctional officer shall thoroughly search the visitation rooms for contraband and/or damage before and after visiting.
- C. The correctional officer will visually inspect the public and inmate visitation telephones for obvious damage after each exchange of inmates and visitors.
- D. All inmates shall be pat searched after any visit prior to returning to their housing unit.
- E. The following doors shall be closed and locked during visiting hours:
 - 1. V-2
 - 2. V-3
 - 3. V-6

4. R-1

F. The following doors shall be closed and locked during visiting hours except when necessary to permit entry or exit of an inmate or visitor:

1. S-3

2. V-5

G. Door V-1 may remain open during visiting hours.

H. Visitors will enter and exit through door S-3, the correctional officer will contact dispatch by radio to have the door released when needed.

I. Physical contact between visitors and the correctional officer is discouraged.

II.29.00.50 – Termination or Denial of Visitation.

A. A visit will be terminated should the visitor or inmate become loud, disruptive, disorderly, unruly, or is unable to control children they are responsible for.

B. Visitors may be denied a visit for good cause, good cause to deny a visit may include any of the following:

1. The visitor has been drinking or is intoxicated.

2. The visitor has attempted or has smuggled contraband into the jail in the past.

3. The visitor has attempted or assisted with an escape from a secure facility.

4. There is a no-contact order of any type between the visitor and inmate.

C. The name of any person who is denied visitation with an inmate shall be entered into the jail log noting the reason(s) the visit was denied.

D. Inmates will only be denied visitation under the following circumstances:

1. Their behavior at the time of visitation may disrupt the order or security of the jail.

2. Their behavior at the time of visitation may present a substantial risk of harm to themselves, other inmates, jail staff or the visitor.

3. Their behavior at the time of visitation may present a substantial risk of damage to jail property.

4. The inmate is segregated as a discipline matter due to jail rule violations.

E. An inmate or visitor who is denied a visit may appeal the correctional officer's decision to the jail sergeant.

1. The visitor will be told to call the jail during regular business hours.
2. An inmate must submit an Inmate Communication form to the sergeant.
3. The sergeant will answer the visitor or inmate explaining the reason for denial, or may allow a special visit.
4. The visitor or inmate may appeal the sergeant's decision to the jail administrator.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Visitation
POLICY NUMBER: II.29R2	REPLACES POLICY NUMBER: II.27R1
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
PAGE 5 of 5 PAGES	

II.30 – DRUG AND ALCOHOL TESTING

Policy:

The Calumet County Jail will enforce jail rules and laws of the State of Wisconsin. The jail staff will make every attempt to prevent the use of alcohol or controlled substances by any inmate unless the substance has been prescribed by a medical professional.

II.30.00.10 – Applicability.

- A. This policy applies to all inmates of the Calumet County Jail including secure and work release inmates.

II.30.00.20 – Definitions.

- A. Alcohol – any substance containing any form of alcohol including but not limited to ethanol, methanol, propanol and isopropanol.
- B. Alcohol Concentration – the number of grams of alcohol per 210 liters of a person’s breath.
- C. Banned Substance – a substance defined as a controlled substance in s. 961.01(4) of Wisconsin Statutes or an intoxicant as defined in s. 23.33(1)(i) of Wisconsin Statutes or any other drug or substance that the person is under the influence of which is not prescribed by a medical professional.
- D. Banned Substance Test – a method for determining the presence of controlled or banned substances in urine sample using a scientifically reliable method.
- E. Confirmation Test:
1. For alcohol testing, a test administered by a certified operator using the Intoximeter.
 2. For controlled substance testing, an analytical procedure to identify the presence of a specific drug or drug metabolite using Gas Chromatography/Mass Spectrometry (GC/MS).
- F. Initial Test:
1. In alcohol testing, a breath sample tested using a portable breath testing device (PBT).
 2. In banned or controlled substances testing, a test conducted by a trained corrections officer using the test kit provided by the department.
- G. Medical Review Officer (MRO) – is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the Sheriff’s Department jail inmate drug testing program.
- H. Random Test – a test administered to an inmate who has been randomly selected for testing by a supervisor.

I. Reasonable Suspicion Test – a test administered when a department employee observes cues concerning an inmate’s appearance, behavior, and speech or body odor or receives information that leads the employee to believe that the inmate has violated the prohibitions against alcohol or controlled substance use.

J. Refusal To Cooperate With Testing means any of the following:

1. An inmate who fails to provide an adequate breath sample for testing without a valid medical reason.
2. An inmate who fails to provide adequate urine for banned substances testing without a valid medical explanation.
3. An inmate who engages in conduct that clearly obstructs the testing process.

K. Supervisor – the Sheriff, Captain, Lieutenant, Sergeant or Corporal.

II.30.00.30 – Prohibitions.

- A. Alcohol; all inmates of the jail are required to maintain absolute sobriety. The use of or possession of any alcoholic beverage, intoxicant, over the counter cold or other medication which contains alcohol, or any other substance which causes impairment is prohibited.
- B. Banned substance; inmates are prohibited from possessing or using any controlled or banned substance unless the substance has been prescribed by a medical professional.
- C. Refusing to cooperate with testing; inmates who refuse to cooperate with jail staff when a breath or urine sample is requested will be subject to disciplinary action as if they had tested positive for alcohol or controlled substances.

II.30.00.40 – Testing Requirements.

A. Random testing:

1. At least two inmates should be selected at random for testing each month.
2. The selection of eligible inmates for random testing will be done by a supervisor or his/her designee.
3. To be eligible an inmate should be an inmate of the jail for at least twenty-five (25) days. The fact that an inmate works or leaves the jail for childcare or other appointments or activities may be used as a factor in determining who is eligible for testing.
4. Random tests shall be unannounced. An inmate who has been selected for testing shall be required to submit to testing immediately or if out for work release shall submit to testing immediately upon returning to the jail after work.

B. Reasonable suspicion testing:

1. An inmate shall immediately submit to a test for a prohibited substance whenever a corrections officer has a reasonable suspicion to believe that the inmate has violated the prohibitions of this policy or other jail rules.
2. A determination that a reasonable suspicion exists to require an alcohol or prohibited substance test may be based upon evidence including, but not limited to articulable observations concerning the appearance, behavior, speech, or body odors of the inmate.
 - a. Information provided to the jail which indicates that an inmate may have violated the alcohol or prohibited substances prohibitions may also be considered.
3. An incident report shall be completed documenting the observations leading to the reasonable suspicion test and the results of the test prior to the end of the corrections officer's shift.

II.30.00.50 -- Testing Procedure.

A. Initial alcohol test.

1. Inmates selected for initial alcohol testing will be removed from their housing unit for testing.
2. There will be only one inmate in the room at a time, the test will be conducted in private so no other inmate or unauthorized person sees or hears the results.
3. The breath sample will be taken using the jail's portable breath testing device.
4. There should be two corrections officers present to witness the test result.
5. If the test reveals any detectable alcohol content a confirmation test will be conducted.

B. Confirmation test for alcohol.

1. Confirmation tests will be conducted using the Intoximeter machine operated by a certified operator.
2. There will be only one inmate in the room at the time and the test will be conducted in private so no other inmate or unauthorized person sees or hears the results.
3. If necessary for security or safety reasons the inmate may be restrained in hand cuffs and/or leg restraints, and/or there may be two staff members present during the test.
4. If the confirmation test reveals any alcohol concentration the inmate will be placed in a receiving/isolation cell for up to 24 hours.
 - a. A PBT test will be conducted every four hours to document the inmate's BAC.

- b. The inmate will be moved to a secure housing area when ordered by a jail supervisor or after 24 hours have elapsed. The inmate must have a .00% test result prior to movement.
- c. The inmate will not be released for work or any appointments until a jail supervisor has reviewed the incident.

C. Testing for banned substances.

1. The test will be administered by a trained corrections officer using the provided test kits.
2. The person submitting to the test will be taken to I-2 or any other private area where no other inmate or unauthorized person will see the test.
3. A corrections officer of the same sex as the person submitting to the test will collect the urine sample. The person submitting to the test shall provide an adequate amount of urine or the test will be considered a refusal.
 - a. An inmate may be secured in I-2 for up to 2 hours if he/she indicates that they are unable to produce urine when requested.
4. The corrections officer will observe the inmate providing the sample and check the temperature strip on the collection cup to determine if it is within the acceptable temperature range.
 - a. The temperature is recorded on the Custody and Control form as "within" or "not within" range.
5. The urine sample will be divided into two specimen bottles.
 - a. Thirty mls will be poured into one bottle as the primary specimen.
 - b. The remaining fifteen mls will be the secondary specimen.
 - c. The specimens will be tightly sealed, the inmate will be asked to identify the specimen as theirs and place their initials on the seal.
6. Once the specimen is sealed, the corrections officer will:
 - a. Complete the chain-of-custody block of the Custody and Control form noting the inmate's name.
 - b. Sign as the collector releasing the sample to the "courier" for shipping to the testing laboratory.
7. The inmate is asked to sign a certification statement on the custody and control form which states:
 - a. The specimen is his/hers.
 - b. The corresponding information on the custody and control form is true and accurate.
 - c. The specimen was sealed in his/her presence.
8. The specimen will be packaged and shipped to the laboratory.

D. Laboratory procedure:

1. The laboratory will provide initial and confirmation testing.
2. A physician acting as the Medical Review Officer (MRO) may contact the jail and request to speak to the inmate.
 - a. The inmate will be allowed to contact the MRO.
3. The laboratory will report test results to the jail, the report will be added to the inmate's file.
4. The report will be reviewed by a jail supervisor.
 - a. If there is a positive test result the matter will be reported to the jail sergeant.
 - b. If the sergeant determines that the result is a violation of jail rules disciplinary action may be started.

II.30.00.60 – Disciplinary Procedure.

- A. The corrections officer will complete an incident report in the jail management system when a reasonable suspicion test for alcohol or a banned substance is conducted on an inmate.
 1. If the test was for alcohol or a “quick test” for a banned substance the test result will be stated in the incident report.
- B. When the results of a random test indicate a violation of jail rules an incident report will be completed as determined by the sergeant.
- C. All alcohol and banned substance violations may be considered a major violation of jail rules.
 1. The disciplinary process for a major violation is found in Section II.20 of the jail policy and procedure manual.
- D. A jail corporal will review the incident report and documentation for completeness and accuracy.
 1. The corporal may return the report to the officer for correction or addition.
 2. The corporal will forward the completed form to the jail sergeant.
- E. The sergeant will review the incident and the test results.
 1. If the sergeant determines a violation has occurred the disciplinary procedure in Section II.20 will be followed.
 2. If the sergeant determines that a violation did not take place the incident report will be closed noting the reasons.

SECTION: II	SUBJECT: DRUG AND ALCOHOL TESTING	
POLICY NUMBER: II.30	REPLACES POLICY NUMBER: II.27	
EFFECTIVE DATE: 07/01/09	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:	
MISCELLANEOUS INFORMATION: Renumbered 2009		
PAGE 5 of 5 PAGES		

II.31 – RECREATION

Policy:

Recreational opportunities within the Calumet County Jail are limited by the lack of adequate staffing and facilities. The jail staff is committed to providing every inmate a chance to make beneficial use of their time in the jail.

B. Procedure

- A. Access to dayroom; inmates may use the dayroom to engage in simple calisthenics such as pushups, sit-ups, walking etc.
 - 1. Secure inmates access to the dayroom area of the cellblock will be based upon their security classification.
 - 2. Huber/work release inmates have unrestricted access to the dayroom area.
 - 3. Inmates who are segregated in housing cells due to maximum security classification or disciplinary reasons will be allowed to use the dayroom area of a cell block for a minimum of one hour per day.
- B. A television is provided in each cellblock and Huber dayroom.
- C. Reading materials are available through the jail library or by mail directly from the publisher.
- D. Inmates are allowed to purchase cards, games, puzzles etc. from the jail commissary service.
- E. The Calumet County Jail does not have adequate facilities or personnel to provide outdoor recreational opportunities.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: RECREATION
POLICY NUMBER: II.31R2	REPLACES POLICY NUMBER: II.31R1
EFFECTIVE DATE: 07/01/08	SCHEDULED REVIEW DATE:
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PAGE 1 of 1 PAGES	

II.32 – INMATE PROGRAMS

Policy:

The Calumet County Jail will ensure that inmates have access to programs for the purpose of their emotional and social welfare.

Procedure:

II.32.00.10 – Program Eligibility.

A. Only inmates who have received a Primary Classification by classification staff are eligible to attend programs as follows:

1. Maximum Security – not eligible to attend any programs.
2. Medium Security – eligible to attend in-house programs only.
3. Minimum Security – eligible to attend in-house programs, sentenced inmates with Huber/Work Release privilege may attend outside programs when verified and approved by jail staff.
4. Receiving – not eligible to attend programs.
5. Disciplinary Segregation – not eligible to attend programs.

B. A corrections officer may deny program participation to any eligible inmate when the inmate is being disciplined, has been disruptive at past events or is deemed a security or escape risk.

1. The inmate may appeal the corrections officer's decision to the jail sergeant by completing an Inmate Communication form. The Sergeant will provide the inmate with a written response.
2. The sergeant's decision may be appealed to the jail administrator. The jail administrator will provide the inmate with a written decision.

C. Eligibility requirements can be waived based upon court order or individual circumstance.

II.32.00.20 – In-house Programs.

A. Alcoholics Anonymous meetings are held on the first and third Sunday of each month from 1:00 p.m. to 2:00 p.m.

1. The names of inmates required by a Court to attend Alcoholics Anonymous meetings will be added to the "AA" list when they are booked into the jail.

B. Educational programs provided by the University of Wisconsin Extension will be scheduled at the convenience of UW staff and volunteers.

II.32.00.30 – Religious Programs.

- A. It is the policy of the Calumet County Jail to ensure that inmates have the opportunity, on a voluntary basis, to practice their religion to the extent that is practical and reasonable.
- B. Inmates may request special personal visitation by their priest, minister, etc., the request should be submitted on an Inmate Communication Form. Every effort shall be made to allow the request when it is reasonable.
 - 1. Jail staff will assist in locating a religious leader who has the appropriate credentials when an inmate is unable to contact one.
 - a. The volunteer staff of the Calumet County Jail Ministry could be contacted as a resource.
- C. Bibles or Korans will be supplied to inmates upon request or may be sent to the jail directly from the publisher or retailer. Any items brought to the jail will be subject to inspection by corrections officers.
- D. Inmates may keep on their persons, or in their cell, religious items that are determined to be reasonable and do not pose a safety or security risk to the jail.
 - 1. A jail supervisor will determine if an item will not be permitted to enter a housing area.
 - 2. A corporals decision may be appealed to the sergeant and the sergeants decision may be appealed to the jail administrator.
- E. Inmates desiring to attend or perform religious services other than those offered at the jail shall submit a request on an Inmate Communication Form.
 - 1. Inmates will have the opportunity to participate in practices of their religious faith that are deemed essential by the faith's judiciary.
 - 2. The jail sergeant must approve in advance any religious service that involves the use of wine or other ingested substance.
 - a. The inmate must submit an Inmate Communication Form or the religious leader must contact the jail sergeant requesting the use of wine or other ingested substance during a religious function.
 - b. The sergeant may consider the inmate's classification, offense, medical history, mental health history, institutional behavior record and any other factor that indicates a behavior problem, dependence or addiction to controlled substances in deciding to approve the use of wine or any other substance during a service.
 - c. No more than 2 ounces of wine will be allowed to enter the jail for any religious service. The clergy member may give or deliver a reasonable amount of wine to an inmate for consumption as part of the religious service.

3. Practices that are determined to be a threat to the safety and security of the jail, a disruption to the order of the facility, or a threat to the safety of persons' involved in the practice may be limited or denied.
 4. The jail sergeant will determine if the request is reasonable and may schedule a date and time for the service.
 - a. The sergeant will document the reason(s) for a denial of the practice and provide a written response to the inmate.
 - b. The sergeant's decision may be appealed to the jail administrator.
 5. Any special service will be held or performed in the multi-purpose room. An exception may be granted to perform the service or practice elsewhere by the jail administrator or Sheriff if the multi-purpose room is not adequate.
- F. Attendance at religious services held at the jail is completely voluntary.
1. A Bible study class will be offered on Wednesday at 1:30 p.m. for one hour.
 2. The Calumet Jail Ministry will conduct an outreach program on the second and fourth Tuesday of each month at 7:00 p.m. for one hour and fifteen minutes.
 3. A catholic mass will be said on the 3rd Saturday of every month at 9:00 a.m.
- G. The following are religious organizations and clergy willing to conduct religious services at the Calumet County Jail. A copy of this list is available to inmates upon their request.
1. Mark 16:15 Ministries: Roland J. Hannan Sr. (920) 853-7114.
 2. Calumet County Jail Ministry: Deacon Dennis Bennin (920) 849-9363.

II.32.00.40 – Security.

- A. The multipurpose room may be used for educational, religious, or other programs that jail staff feels will benefit the inmates. Programs shall be arranged through the jail sergeant.
- B. Door 156 and gate P1 shall be closed and locked when events are held in the multipurpose room.
- C. Inmates shall be monitored in person or by use of the video monitor located in the jail office.
- D. The Duress Alarm located in the Health Office will be offered to persons conducting programs; a corrections officer will explain the use of the alarm.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: JAIL PROGRAMS
POLICY NUMBER: II.32R2	REPLACES POLICY NUMBER: II.32R1

EFFECTIVE DATE: 10/01/09	SCHEDULED REVIEW DATE:
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION: Religious Programs Policy II.30 has been incorporated into this policy.	
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II.33 – Library and Reading Material

Policy:

It will be the policy of the Calumet County Jail to provide inmates access to appropriate reading materials to promote constructive use of time. The jail will make every effort to provide suitable soft covered reading material and offer a regular exchange of reading material for inmates. Jail staff will monitor the exchange of books and the condition of the books when returned.

Procedure:

II.33.00.10 – Reading Materials.

- A. All reading material in the secure area of the Calumet County Jail shall be of the soft cover type.
- B. A variety of paperback books, Wisconsin Statute Books and Bibles are available in the jail library.
- C. No publications or reading material of any type will be allowed into the facility if it is obscene under standards set by the Supreme Court, or depicts methods of weapon manufacture or means of escape.
- D. No reading material brought to the facility by an inmate or visitor or sent by anyone other than a publisher will be allowed into the jail.
- E. Newspapers sent from the publisher directly to an inmate at the Jail or delivered by carrier will be delivered to the inmate. The following newspapers are available at the Calumet County Jail:
 - 1. Daily and Sunday Post Crescent.
 - 2. Weekly Chilton Times Journal.

II.33.00.20 – Library Service.

- A. Library materials will be placed on a cart and circulated among the inmates by the on-duty corrections officer for the exchange of reading materials.
- B. A maximum of two reading materials are allowed for each inmate and may be replaced by exchange only.
 - 1. Library exchange will take place every Tuesday evening between the hours of 3:00 PM and 10:00 PM.
 - 2. Inmates must return or renew books previously checked out from the library.
 - 3. The inmate who checks out a book is responsible for any damage to the book unless otherwise determined.

II.33.00.30 – Responsibilities.

A. The corrections officer conducting the library exchange is responsible for the following:

1. Checking the sign-out card file for each housing unit and collecting or renewing all books currently signed out.
2. Checking the condition of the returned books and determining responsibility for damaged books. Damage will be reported to the jail sergeant.
3. Recording the following information on the books card:
 - a. Dated loaned.
 - b. Name of inmate.
 - c. Date returned.
 - d. Placing the book's card into the appropriate card file.

B. Prior to an inmate being released from the jail, the releasing corrections officer is responsible for collecting all loaned library materials from the inmate.

SECTION: II	SUBJECT: Library and Reading Materials	
POLICY NUMBER: II.33	REPLACES POLICY NUMBER: II.33	
EFFECTIVE DATE: 05/01/09	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:	
MISCELLANEOUS INFORMATION:		
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II.34 - INMATE TELEPHONES

Policy:

- A. To allow inmates to maintain contact with family, legal counsel and other persons outside of the jail.
- B. The telephone is a privilege, not a right and access to the phone may be limited or denied for good cause.
- C. Most calls placed on the inmate phone system will be recorded to ensure the safety and security of the jail.

Procedure:

II.34.00.10 - Inmate Telephone System.

- A. The inmate telephone system is currently contracted to Public Communications Services and AGM Telecom (AGM).
 - 1. AGM installs and maintains the equipment necessary to provide 24-hour service to the jail.
 - 2. AGM will provide help to family and friends of inmates who are experiencing problems with blocked calls or other issues that prevent them from receiving inmate calls.
 - a. Problems concerning billing issues or overdue accounts can be referred to Customer Service at 1-800-398-0113.
 - b. Problems concerning poor credit or end users who use a carrier that does not have a billing agreement with AGM can be referred to Customer Assistance at 1-800-398-0113.
 - 3. Correctional officers will request inmates to complete an Inmate Communication Form when an inmate reports a problem with the inmate telephone system.
 - a. The corrections officer will contact AGM Customer Assistance and explain the problem and respond to the inmate with AGM's advice.
- B. The telephone numbers for the inmate telephone system are as follows:
 - 1. A-Block – (920) 849-2486.
 - 2. B-Block – (920) 849-4622.
 - 3. C-Block – (920) 849-3162.
 - 4. D-Block – (920) 849-3437.
 - 5. E-Block – (920) 849-3612.
 - 6. Cell I-4 – (920) 849-7218.
 - 7. Cell I-5 – (920) 849-7233.
 - 8. Huber Day Room – (920) 849-3769 (left phone).

9. Huber Day Room – (920) 849-7193 (right phone).
- C. All telephone calls placed on the system are made collect, by prepaid account with AGM, or by debit card purchased from the jail.
- D. Calls placed to the following are free of charge and can be dialed from any inmate phone.
1. Calls placed to the State Public Defenders Office located in Manitowoc at (920) 683-4690.
 2. Calls placed to the State Public Defenders Office located in Appleton at (920) 832-2774.
- E. All telephone conversations on the inmate telephone system or jail visiting phones are recorded with the exception of the following:
1. Calls to the State Public Defenders Office in Manitowoc or Appleton.
 2. Other attorneys numbers when requested by the inmate or the attorney and approved by the Sheriff or jail administrator.
- F. The conversations will be held on the system's hard drive for a period of 6 to 8 months then replaced by new calls.

II.34.00.20 - Incoming Calls.

- A. Incoming calls will not be accepted for inmates without permission from a supervisor.
- B. No messages will be taken except for emergencies.

II.34.00.30 - Outgoing Calls.

- A. Outgoing calls will be made on the inmate telephone system unless the inmate can provide good cause for an exception.
1. Secure inmates will have access to the telephone during non-lockdown hours, generally from 5:00 A.M. to 11:00 P.M. depending on the inmate's classification.
 2. Huber inmates have access to the inmate telephones at all times.
 3. There is a fifteen (15) minute call duration limit for calls placed on the inmate telephone system. The duration of calls not placed on the inmate telephone system will be at the correctional officer's discretion.
 4. Use of the telephone may be limited as a disciplinary measure.
- B. Most outgoing inmate telephone calls will be recorded in order to maintain the safety and security of the facility.

- C. Outgoing inmate telephone calls will be preceded by a pre-recorded announcement that the telephone call is a collect call from an inmate of the Calumet County Jail and inform both the inmate and the receiving person that the conversation is recorded. The receiving person will be required to confirm acceptance of the charges for the call.

II.34.00.40 - Telephone Calls Upon Admission.

- A. Upon completion of the booking process the correctional officer will allow the inmate to place a phone call.
- B. Inmates may be limited as to whom they may call or if they can use the telephone at all for the following reasons: officer or public safety, to allow officers to complete their investigation, or to stop the possible destruction of evidence.
 - 1. The arresting or investigating officer will inform the correctional officer in writing by completing the "Restrictions" section of the Arresting Officer form (40JL05).
 - 2. The arresting or investigating officer will inform a correctional officer in writing when the inmate may use the telephone again. A jail supervisor must authorize a request for denial of telephone use beyond 24 hours.
 - 3. The inmate will be allowed to place a phone call for legal assistance at his or her request.
- C. The telephone system computer or the manual switches located near gate P-1 may be used to turn off inmate telephones.
- D. Inmates who are uncooperative or combative are not to be allowed to use the telephone if the booking process is not completed or the safety of the inmate or jail staff is in question.
- E. If an inmate is disabled, disoriented, etc., jail staff will assist the inmate with use of the telephone as necessary. Jail staff will not give legal assistance.

II.34.00.50 - Telephone Number Blocks.

- A. Telephone numbers may be blocked from use in the inmate telephone system for the following reasons:
 - 1. A law enforcement officer or a court places a no-contact restriction upon an inmate.
 - 2. A private citizen calls the jail and requests that a block be placed on their number. The person requesting the block must have the authority to have the number blocked.
- B. Private citizens may block their telephone number by choosing the correct option from the voice menu they hear when a call is received from the jail.
- C. Sheriff's department staff that have been trained to use the telephone system computer may block telephone numbers.

1. When blocking a telephone number a comment will be made to document the reason for the block and who requested it.

D. Telephone numbers may be unblocked for the following reasons:

1. A law enforcement officer or agency requests that a block be lifted.
2. A private citizen who is responsible for the telephone number requests that the block be removed.

C. II.34.00.60 - Access to Inmate Telephone Calls.

A. Authorized Sheriff's Department or jail staff may monitor inmate telephone calls or visiting phones when there is knowledge that some type of activity is occurring that is illegal, against jail rules, or poses a safety or security risk to jail inmates, staff, or the public.

1. All monitored calls will remain confidential with the exception of information documenting crimes, violations, or threats to the safety and security of jail inmates, staff, or the public.
2. At no time will department or jail staff monitor inmate telephone calls or visitation phones in order to obtain personal information being discussed by inmates.

B. Authorized Sheriff's Department or jail staff may review inmate telephone system records, inmate telephone calls or visiting phone conversations when there is reason to believe that information may be obtained that will assist in the clearance, conviction or prevention of a crime.

C. Any law enforcement agency may request a copy of inmate telephone conversations or telephone system records.

1. In most cases the rules of evidence will be followed in order to maintain the chain of custody of these records.

D. Public access to the inmate telephone system will be restricted as follows:

1. Inmate telephone system records are considered "Public Records" and are subject to open records policy.
2. Live or recorded inmate telephone calls or visitation phone discussions are not public records and will only be made available when a subpoena orders its release.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Inmate Telephone System
POLICY NUMBER: II.34R2	REPLACES POLICY NUMBER: II.34R1
EFFECTIVE DATE: 08/01/08	SCHEDULED REVIEW DATE:

APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:
MISCELLANEOUS INFORMATION:	
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II.35 – COMMISSARY/CANTEEN SERVICE

POLICY:

The Calumet County Jail will provide commissary service to inmates as a means to purchase snacks and personal hygiene items in a way that does not pose a threat to the safety or security of the jail.

PROCEDURE:

II.35.00.10 – Commissary Service Restrictions.

A. Commissary service may be restricted based upon safety and security concerns.

1. The monetary amount and goods available for purchase to the inmate may be restricted based upon the Classification Security Category of the inmate.
2. Inmates who are being disciplined may be denied commissary service.
 - a. Denial of commissary must be approved by a jail supervisor as part of a documented disciplinary action.
3. Inmates who do not have funds will be denied commissary.

II.35.00.20 – Placement of Orders.

A. Inmates will place orders using the commissary order form for their current classification.

1. Order forms will be distributed to inmates on Wednesday after the noon meal.
2. Order forms will be collected after the supper meal on Wednesday.
3. The order form must be signed by the inmate, authorizing withdrawal of money from their account.

B. Inmate orders will be entered into the commissary program prior to 0700 on Thursday morning.

II.35.00.30 – Distribution of Orders.

A. Commissary orders should be delivered to the jail on Friday.

B. Orders will be distributed to inmates on Friday after the noon or evening meal.

1. Inmates will receive their order after verifying and signing the receipt enclosed with their package.
2. The inmate will receive the pink copy of the receipt.

C. Distribution of an order may be delayed if an inmate is being disciplined when the order arrives at the jail.

II.35.00.40 – Hygiene Packs.

A. Inmates who arrive at the jail after the weekly commissary order has been placed may purchase a hygiene pack.

1. The hygiene pack consists of one soap, a tooth brush and a tooth paste.

B. Indigent inmates will be provided with a hygiene pack as needed.

1. The price of the hygiene pack or other services provided to an indigent inmate will be entered into the inmate's commissary account for collection when funds are available.

SECTION: II	SUBJECT: Commissary/Canteen	
POLICY NUMBER: II.35R1	REPLACES POLICY NUMBER: II.35	
EFFECTIVE DATE: 11/01/08	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:	
MISCELLANEOUS INFORMATION:		
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II.36 – ELECTRONIC MONITORING PROGRAM

II.36.00.10 – Purpose.

The primary goals of the electronic monitoring program are to reduce jail crowding and to address the requirements of inmates with special needs. The program will place the inmate into a closely monitored setting to assure public safety and inmate accountability. Placement in the program is at the discretion of the Sheriff.

II.36.00.20 – Program Eligibility.

A. Eligibility for placement in the GPS monitoring program will be based on the following criteria:

1. There is a need to reduce jail population to avoid overcrowding or the transfer of inmates to another jail.
2. The inmate is sentenced to the jail for a qualified offense listed in the eligibility requirements.
3. A court has ordered electronic monitoring of the person.
4. A person who is the sole source of family or childcare.
5. Any inmate with medical or family needs.

B. All costs of the program will be incurred by the inmate.

1. Costs may be waived if the inmate is unable to pay and the Sheriff determines that it is advantageous to place the inmate into the GPS program.

II.36.00.30 – Inmate Screening.

A. Screening of inmates eligible for the electronic monitoring program will be conducted by jail staff.

1. When there is a need the jail administrator or jail sergeant will review jail population information to select qualified inmates.
2. Qualified inmates will be interviewed to determine their willingness and appropriateness for GPS monitoring.
3. The name and screening information of suitable inmates may be referred to the following for their comments on the suitability of the inmate:
 - a. The jail administrator.
 - b. The inmate's Probation Officer.

B. The Jail Sergeant will refer all documentation to the Sheriff who will make the final determination to place the inmate into the GPS program.

II.36.00.40 – Eligibility Criteria.

A. Inmates sentenced for the following are eligible for direct placement into the electronic monitoring program:

1. Battery (misdemeanor).
2. Burglary.
3. Court ordered.
4. Criminal Damage to Property.
5. Criminal Trespassing.
6. Disorderly Conduct (non-violent).
7. Drug offenses (misdemeanor).
8. Failure to Pay Child Support.
9. False Swearing.
10. Fleeing.
11. Forgery/Uttering.
12. OAR.
13. Obstructing/Resisting.
14. OMVWOC.
15. OWI (up to 3rd offense).
16. Posses Drug Paraphernalia.
17. Receiving Stolen Property.
18. Retail Theft.
19. Sexual Assault (misdemeanor).
20. Special significant medical needs.

B. Inmates must serve 1/3 of their sentence on Huber/Work Release if Criminal History contains convictions for the following crimes:

- | | |
|---|----------------------|
| 1. Battery (felony) | If within 5 years |
| 2. Drug offense (felony) | If within 5 years |
| 3. Escape | If within 5 years |
| 4. Intimidation of Victim/Witness | If within 5 years |
| 5. Lewd and Lascivious Behavior | If within 5 years |
| 6. Prostitution | If within 5 years |
| 7. Reckless Endangerment | If within 5 years |
| 8. Robbery | If within 5 years |
| 9. Arson | If within 10 years |
| 10. Child Abuse | If within 10 years |
| 11. Gang Affiliation (enhancement) | If within 10 years |
| 12. Stalking | If within 10 years |
| 13. Temporary Restraining Order Violation | If within 10 years |
| 14. Weapons Violation | If within 10 years |
| 15. Homicide | Not eligible for EMP |
| 16. Sexual Assault (felony) | Not eligible for EMP |

C. Other factors that influence acceptance into GPS program:

1. Institutional History – appropriate behavior and ability to follow rules.
2. Appropriate residence.
3. Ability to pay fees.
4. Phone and Electric service uninterrupted.
5. Phone without special features (caller I.D., call forwarding, etc).
6. Inmate interview (offender clearly understands expectations).
7. Input from inmate's Probation Officer.
8. Pending Charges.
9. Prohibited eligibility by court order.

II.36.00.50 – Program Supervision.

A. The jail administrator will be responsible to manage the supervision of all inmates in the electronic monitoring program.

1. The Jail Sergeant will coordinate the placement of inmates into the program with the agency that maintains the EMP equipment.
2. Responsibility for residence/site visits will be determined by the location of the residence.
 - a. The Sheriff's Department will have primary responsibility to conduct residence/site visits located within or near Calumet County.
 - b. Residence/site visits located outside of Calumet County will be the primary responsibility of that agency unless otherwise agreed to.

B. Residence/site visits located within Calumet County will be conducted by Patrol and Jail staff.

1. When an inmate has been placed in the electronic monitoring program the Jail Sergeant will provide the Patrol Sergeant with the necessary information including:
 - a. Inmate name.
 - b. The charge or reason the inmate is sentenced.
 - c. Address for residence and employment site.
 - d. Telephone number(s).
 - e. Work schedule.
 - f. Anticipated release date.
2. The Patrol Sergeant will assign an officer to conduct at least one residence/site visit per week.
3. The Jail Sergeant will coordinate a residence visit once bi-weekly.

II.36.00.60 – Removal from the EMP Program.

A. Participation in the EMP program is solely at the discretion of the Sheriff or his designee.

1. An inmate may be removed from the program for any violation of rules or conditions of the program.
 2. As jail capacity allows inmates may be removed from the program to serve the remainder of their sentence.
- B. When an inmate is found in violation of any conditions or rules of the EMP program a report will be completed and forwarded to the Jail Sergeant.
1. If the violation is serious in nature a jail supervisor will be contacted to decide if the inmate should be immediately returned to the jail.
 - a. If there is a violation of criminal law an investigation will begin as soon as possible; if the situation is complex Investigative staff should be consulted.
 2. Discipline for violations will be decided per the Inmate Discipline procedure in section II.20 of jail policy and procedures.

SECTION: II	SUBJECT: <u>Electronic Monitoring</u>	
POLICY NUMBER: II.36R1	REPLACES POLICY NUMBER: II.36	
EFFECTIVE DATE: 12/31/09	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL:	
MISCELLANEOUS INFORMATION:		
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II.37 - INMATE FEES

POLICY:

- A. This policy is intended to comply with Calumet County Ordinance 38-1. Ordinance 38-1 requires that persons incarcerated in the Calumet County Jail shall, to the extent authorized by law, be responsible for paying for the cost of their incarceration.

PROCEDURE:

II.37.00.01 – Inmate Accounts.

- A. A canteen account will be opened for any inmate who receives any billable service while detained in or sentenced to the jail, billable services include:
1. Hygiene supplies.
 2. Medical services.
 3. Damage to jail property.
 4. Processing fees.
 5. Huber or Secure housing fees.
- B. If the inmate is sentenced to a jail term or will be released to another law enforcement agency, deposit all currency that the inmate possesses into his/her canteen account.
1. Inmates sentenced to a jail term with huber privilege may possess a reasonable amount of currency for use while outside the jail.
- C. Charge a \$25.00 processing fee to all inmate's accounts who are sentenced to a jail term or held on a probation/parole hold unless the inmate is eligible for one of the following exemptions:
1. A person processed as a non-custody court booking.
 2. A sentenced inmate booked into the jail due to a Writ.
 3. A juvenile, under 17 years of age, sentenced to be held in a secure detention facility.
- D. Deposit and receipt all funds an inmate receives while in custody into the inmate's canteen account. This will include cash, personal checks, payroll checks or any type of bank check.
- E. A correctional officer will prepare a department envelope with the inmate's name and forwarding address before releasing the inmate from custody. The envelope will be attached to the shift closing canteen envelope, and placed into the jail safe.

1. Inmate canteen accounts will be balanced and closed only during regular department business hours.
2. Any balance due to the inmate will be forwarded by mail.

II.37.00.20 – Booking Procedure.

- A. During booking, the correctional officer will enter a Per Diem code based upon the inmate's status.
 1. The Per Diem code will be entered through the "Residents" folder on the "Lockdown Status Center" screen. Using the "Edit Accounts" screen, enter the inmates name or pin number to locate the account or create a new account.
 2. The Per Diem codes can be displayed by clicking the Down Arrow next to "Per Diem".
- B. The Per Diem code will be updated when an inmate's status changes.
- C. Every inmate prior to release will complete a Financial Disclosure form. If the form cannot be completed at booking due to the inmate's condition, it should be completed prior to the inmate's release.

II.37.00.30 - Per Diem Code Data Dictionary.

- A. Childcare Non-working Fee – Use this code when an inmate is not employed but leaves the jail for court approved childcare
- B. Huber Room & Board – Use this code for an employed inmate sentenced to jail with Huber or Work Release privileges.
- C. Inmate Worker – Use this code for a sentenced inmate who is approved for inmate worker status and works at least 24 hours per week.
- D. Juvenile Secure Detention – Use this code when a juvenile is held in a secure detention facility.
- E. Non-Working Education – Use this code for a sentenced, nonworking inmate who attends High School, GED classes, or adult education classes that are approved by the Jail Sergeant or Administrator.
- F. Pre Sentenced Non-Working – Use this code when an inmate has not been sentenced and is not employed.
- G. Pre Sentenced Working – Use this code for an employed inmate who has not been sentenced but has Court Ordered work release privileges.
- H. Probation Hold – Use this code for an inmate who is held in jail due to a Probation or Parole hold.

- I. Safekeeper – Use this code for an inmate held for another jurisdiction on a contract basis.
- J. Secure Inmate Lodging – Use this code when an inmate is sentenced and held in secure confinement.
- K. Sentenced Calumet Other – Use this code when an inmate has been sentenced for a Calumet County case but is held on a warrant or detainer for another jurisdiction.
- L. Writ Detention – Use this code when an inmate is brought to the jail due to a Writ.

II.37.00.40 – Payment of Fees.

A. Fees may be paid by any of the following:

- 1. Cash.
- 2. Cashiers Check made out to the Calumet County Jail.
- 3. Money Order made out to the Calumet County Jail.
- 4. Personal Check made out to the Calumet County Jail.
- 5. Huber Law inmate payroll check deposited with the jail.
- 6. Credit Card payment through Government Payment Service Inc. (GPS).

B. Any inmate who has been sentenced to ten (10) days or less, is serving consecutive weekends, or will not receive a paycheck during their sentence, shall pay their fees in advance by cash, cashiers check, or money order.

C. Jail staff shall deposit all cash, checks, money orders or cashiers checks into the inmate's canteen account and place the funds in the jail safe.

II.37.00.50 - Release from Custody.

A. No inmate will be held in custody for the sole reason of not complying with Ordinance 38-1 or this policy.

B. All inmates will receive a statement of their account balance upon release. The statement will be given to them at the time of their release or mailed to their last known address.

- 1. If the inmate has unpaid debt they will receive a statement detailing the charges made to their account.
- 2. If the inmate has a positive balance in their account they will receive a check for the balance due.

<u>CALUMET COUNTY JAIL</u>		
SECTION: II	SUBJECT: Jail Fees	
POLICY NUMBER: II.37R4	REPLACES POLICY NUMBER: II.37R3	
EFFECTIVE DATE: 04/01/08	SCHEDULED REVIEW DATE:	
APPROVED BY: _____ Gerald A. Pagel Sheriff	DATE OF APPROVAL:	
MISCELLANEOUS INFORMATION: Conforms with Calumet County Ordinance 38-1		
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