

**MILWAUKEE COUNTY HOUSE OF CORRECTION
ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES**

CHAPTER NO.: 5	SECTION NO.: 508	REVISION DATE: 11-02-2015
CHAPTER: INMATE MANAGEMENT		ORIGINAL ISSUE DATE: XX-XX-XXXX
POLICY: Inmate Classification		

DEFINITIONS

CJF: Criminal Justice Facility
HOC: House of Correction
MSDF: Milwaukee Secure Detention Facility

POLICY

In accordance with DOC Standards and Policies DOC 350.21 Inmate Classification: The sheriff, jailor, or keeper of a jail shall establish policy and procedure to a prisoner classification system to determine prisoner-housing assignments. The prisoner classification system shall be based on objective criteria, including a prisoner's criminal offense record and gender, information relating to the current offense for which the prisoner is in jail, the prisoners history of behavior in jail, the prisoners medical and mental health condition, and any other factor the sheriff, jailor or keeper of jail considers necessary to provide for the protection of prisoners, staff, and the general public.

The House of Correction will provide a safe and secure environment while effectively managing inmate medical, psychiatric, educational, vocational, and programmatic needs. An Objective Jail Classification (OJC) system will be used to assess relevant criminal history, behavioral, medical, and psychiatric data using a specific set of criteria to determine housing assignment and access to work assignments and programs.

The House of Correction utilizes the Northpointe primary classification and reclassification assessment instruments to define three custody levels: maximum (Max), medium (Med), and minimum (Min).

- A. **Maximum Custody** identifies those inmates who are charged with or convicted of assaultive felony offenses, are known serious behavior problems, or have a history of escape from confinement. Maximum custody inmates require frequent monitoring. Maximum Custody inmates may be housed with Medium Custody inmates but never with Minimum Custody inmates.
- B. **Medium Custody** is considered moderate risk. Medium Custody inmates may be housed with Maximum Custody inmates and Minimum Custody inmates.
- C. **Minimum Custody** is considered low risk. Minimum Custody inmates may be housed with Medium Custody inmates but never with Maximum Custody inmates.

Inmates in general population are separated according to their non-sentenced or sentenced booking status and custody levels. Booking status is not a determining factor for inmates assigned to a special-needs housing unit or segregation.

Housing Assignments

Classification Officer(s) will be assigned to first and second shift. Only Classification staff will make decisions regarding classification and housing assignments. Any bed assignment changes within a housing unit or movement out of a housing unit requires the approval from classification staff or a person of higher rank. On third shift, all bed assignment or housing unit changes will be approved by supervision. If no classification officer is available on third shift, control center clerks will be responsible for entering the change in CJIS.

Special Management Inmates

The Classification Unit works collaboratively with support services to assign proper housing based on the inmate's level of risk, medical, psychiatric, and behavioral history. High-risk, extremely disruptive, or those with specific medical or psych needs may be directed to a special-needs or segregation unit upon arrival.

Primary Classification Assessment

New arrivals from the Criminal Justice Facility (CJF), self-directed admissions (due in to report (DITR)), Milwaukee Secure Detention Facility (MSDF), or other agencies will be housed in an intake unit until a primary assessment score is determined. Booking staff will advise classification staff if there is any condition that requires immediate assignment to a special needs or segregation unit.

Classification staff shall ensure that the Northpointe primary classification assessment is completed for every inmate. For arrivals from the CJF, assessments typically are completed by CJF classification staff and delivered to classification staff at the time of admission. Since physical design and policy differences exist between the CJF and HOC, classification staff may need to change the primary assessment score to meet the security needs of the HOC. Such changes shall be noted on the primary assessment instrument.

Refer to the appropriate screens within CJIS (CC25, BK47), CCAP, and the state CIB criminal history rap sheet for current and past charge/conviction data. Refer to disciplinary violation reports in the inmate institution file and RMS reports for behavioral/disciplinary history. Other valuable sources of information such as the arresting officer's report, inmate self-report, and CJF classification staff may be consulted in the classification process.

Complete the primary assessment instrument using the accompanying Inmate Assessment Offence Scale.

The following factors shall be considered to determine the primary inmate assessment score:

- a. Current or prior assaultive felony offenses
- b. Prior felony offenses
- c. Escape from secure confinement
- d. Current or prior assaultive/disciplinary behavior
- e. Suicidal thoughts
- f. Gang activity
- g. Holds or warrants in Milwaukee County or other jurisdictions
- h. Sentenced or non-sentenced booking status
- i. Felony, misdemeanor, or municipal commitment offender status
- j. Family ties in Milwaukee County
- k. Victimization or threats within the institution, or other unusual circumstances that may require protective custody (PC)

Other factors that influence inmate classification and housing unit assignment:

- a. Medical/psych issues
- b. Handicapped/disabled
- c. Contagious disease

Reclassification Assessment

Inmates respond differently to incarceration. While some inmates respond to the institution rules and programs positively, others may respond negatively. Positive adjustment to institutional rules may allow for a change in custody classification from Max custody to Med custody, potentially allowing additional privileges and program access. Negative adjustment to institutional rules may warrant a change in custody classification from Min to Med, or Med to Max custody. Reassessment occurs after a period of 90 days, or when an inmate exhibits positive or negative behavior such as:

- a. Noted Improvement in compliance to institutional rules
- b. Successful participation in educational, vocational, and self-improvement programs
- c. Successful participation in a institutional work crew
- d. Change in legal status (addition or reduction in charges, sentence, or holds)
- e. Poor Institutional behavior/disciplinary issues
- f. Change in medical/psych status

Classification staff will complete a Northpointe reclassification assessment instrument and place in the Classification file along with the primary assessment instrument.

Classification Overrides

The Northpointe inmate assessment instrument is rigid in terms of criminal history and inmate behavioral criteria. In cases where the calculated assessment score does not accurately reflect the security needs of the institution, a classification override may be necessary. In such cases, supervision may recommend a custody level that is different from the scored classification level originally assigned. This may be necessary to restrict privileges or allow for increased privileges or access to programs. Upon notification from supervision, classification staff will note the change on the inmate assessment form and if necessary, reassign the inmate to another housing assignment.

Criteria for CJF Admissions

Since physical design and policy differences exist between the CJF and HOC, classification staff may need to restrict admissions from the CJF. While there is greater latitude to deny an inmate from the CJF who is not sentenced, the following conditions may also apply to sentenced inmates. Consult medical and psych staff for evaluation of any medical or psych issues. Classification staff will advise the on-duty captain of their findings. The captain has final authority for all transfers from the CJF.

- No federal holds
- No holds from another state
- Excessive behavioral/disciplinary issues
- Unmanageable medical or psych issues
- Inmate is entered on the "No HOC" list.
- High-profile inmates

Criteria for MSDF Admissions

Admissions from the MSDF occur every Tuesday and Thursday. The conditions for denial of MSDF transfers are similar to the above CJF denials. For details, refer to the attached MSDF to HOC Transfer Procedures.

Keep Separates

It may be necessary to keep inmates separate from one another to avoid assaultive behavior or to prevent inmates from communicating with each other, as ordered by the courts or other agencies for legal reasons.

A "Keep Separate" order will be entered in the Keep Separate database by classification staff as ordered by supervision, the courts, or other agencies. The Keep Separate database will contain the following information:

- a. Names of the inmates to be kept separate
- b. Date the Keep Separate was ordered
- c. Reason for the Keep Separate order
- d. Person or agency ordering the Keep Separate

Classification staff will contact the dorm officer where the inmates are housed, to notate and highlight with a green highlighter, the name(s), sex/race, and date of birth of the other inmate to be kept

separate from on the rotor card and movement cards. Inmates with a Keep Separate order for legal reasons (court witness, co-defendants, etc.) will be housed on different floors or different buildings of the institution. In certain cases, separation may need to be maintained by transferring one of the inmates to the CJF.

Administrative Segregation

Administrative segregation is a non-punitive form of confinement in which an inmate is confined to a cell for their safety, the safety of others, to prevent the possibility of escape, or for any other reason necessary to maintain safety and security with the institution. Authorization from a lieutenant, or higher rank is required for placement in administrative segregation. Authorization from a captain, or higher rank is required for removal from administrative segregation. Classification staff will assign a "10" in the BK37 screen to indicate administrative segregation.

Classification Files

Classification files will remain in the custody of the Classification Unit.

Classification files may not be copied or reviewed without authorization from a captain or command staff.

Inmate requests for information contained in their classification file will be directed to complete an Open Records request.

Personnel, other than Classification staff members, who require information from classification files, may review the files in the presence of classification staff.

Gang Activity

Any gang members or leaders that direct others in the commission of criminal acts, recruit new members, or threaten others will be assigned to Max custody and reported to the House of Correction Investigation Unit.

Restrictive Privilege Housing

This section of the policy is to define the custody classification procedures for placing inmates in restrictive privilege dormitories.

An inmate has demonstrated behavior such as but not limited to the following:

- a. Physically assaulting another resulting in serious physical harm.
- b. Assaulted or attempted to assault another with a deadly weapon.
- c. Coerce or attempt to coerce another, by force or threat of force, to perform sexual acts, engage in sexual conduct or submit to sexual conduct.
- d. Coerce another, by force or the threat of force, to take anything of value.
- e. The nature of the criminal offense committed prior to incarceration constitutes a serious threat to the security and orderly operation of the institution and to the safety of others; for example, serious assaults against law enforcement officers, participation in organized criminal activity or attempted escape.

The inmate shall be notified of the decision made by the Classification Unit.

Suicide Watch Termination Documentation

Classification Staff must have a signed copy on file of the Suicide Watch/Psych PC cancellation before the inmate is reassigned to disciplinary status or general population.

Inmate Worker Assignments

Sentenced inmates are required to work institutional work assignments, according to the needs of the institution, as noted in Wisconsin State Statute 302.37(4). Except for inmates with a SANC booking status, any sentenced inmate is required to work unless medically excused from working. The following conditions will disqualify an inmate from assignment to a work crew:

- a. Max custody classification
- b. Any crimes of a sexual nature
- c. Any crimes against children
- d. Persistent or recent behavioral/disciplinary issues

Criteria for Participation in Off-Grounds Assignments

Only screened inmates sentenced with community access without disqualifying factors will be considered for off-grounds inmate worker or community service assignments. Off-grounds inmate workers and community service workers are defined as inmates who are assigned to areas outside the confines of the secure perimeter of the institution, or those having access to any unsecured area of the building, regardless of supervision. For detailed procedures and qualifications, refer to the accompanying Off-Grounds Inmate Work Crew Selection Procedure.

Institution Count

Institution count is the highest order of inmate accountability and security.

Classification staff will conduct a general institution-wide count including dorm counts and body counts of all areas. All officers will report their dorm and body count to classification staff. Typically, institution count occurs at 0000 hours, 0630 hours, 1600 hours, and 2100 hours, or at other times, as directed by supervision.

At the direction of supervision, classification staff will conduct an emergency count to explore the possibility of escape or locate a specific inmate. In such cases, Classification staff will conduct an institution count.

A rotor count of each housing unit will be conducted to verify that all transfers and new admissions have been properly completed. This is typically done at the end of 1st shift. For detailed procedures, refer to the accompanying Institution Count Procedure.

Classification Officer Responsibilities

All Classification Officers will:

- a. Observe inmates and record findings while the inmate is in the classification intake dorm
- b. Complete all classification assessment forms
- c. Confer with other Criminal Justice Facility/House of Correction staff about issues of concern regarding inmates
- d. Make housing assignments
- e. Reclassify inmates as needed
- f. Update classification files on all facility inmates as needed
- g. Complete all reports related to Classification and/or pertinent incidents
- h. Discuss suggestions for needed changes to the Classification process and/or special concerns with the immediate supervisor
- i. Perform any other duties assigned by the supervisor

Classification Corrections Captain

The Classification Corrections Captain will:

- a. Oversee the daily operations of the Classification Unit.

- b. Review officer recommendations and other pertinent information about each inmate.
- c. Review disciplinary population with assistance from the assigned Disciplinary Lieutenant.

Criteria and Training of Classification Staff

Any Correction Officer within the Milwaukee County House of Correction must be employed for a minimum of 6 months, before being considered for the Classification Unit.

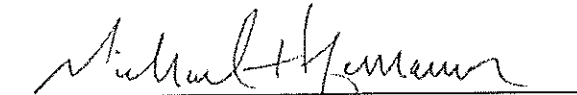
Any Officer chosen as Classification Officer must work with a Senior Classification Officer for a period of at least 1 month.

Classification Officers will be assigned on a rotation within the unit every 2 months.

Classification Officers will be assigned to the intake-housing unit every 2 months.

Classification Officers will study the Classification Training Manual.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: 11/22/2016

**MILWAUKEE COUNTY HOUSE OF CORRECTION
ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES**

CHAPTER NO.: 5

SECTION NO.: 501

REVISION DATE: 11-02-2015

CHAPTER: INMATE MANAGEMENT

ORIGINAL ISSUE DATE: 03-11-1978

POLICY: Institution Counts

POLICY

In accordance with Department of Corrections Standards 350.18 (4); it is the primary responsibility of each officer to conduct and assist with count. Count is not to be the responsibility of non-security personnel. All officers must be prepared to accurately report the number, identity, location and condition of inmates assigned to their housing unit or area. Count is non-negotiable. Inmates must follow count procedures. Except for emergencies, all inmate movement stops until institutional count is completed.

DEFINITIONS

CJIS: Criminal Justice Information System

TYPES OF COUNTS

Dorm Count: Dorm count includes three required components: *rotor count*, *body count* and *out count*. At a minimum, dorm count occurs at the beginning and end of each shift and in conjunction with institution count. Officers are authorized to conduct dorm count at their discretion, such as returning to the housing unit after group movement, when officers are relieved mid-shift, or whenever the officer is unsure of the whereabouts of an inmate. Officers are required to note the condition of inmates during count.

Institution Count: A general institution-wide count including *dorm counts* and *body counts* of all areas. All officers will report their dorm and body count to classification staff. Typically, *institution count* occurs at 0000 hours, 0630 hours, 1600 hours and 2100 hours or at other times, as directed by supervision.

Emergency Count: A non-scheduled institution count, called when rotor, dorm or institution counts do not match computer facility counts.

Rotor Count: A verification of the *rotor count* of each housing unit to verify that all transfers and new admissions have been properly completed. This is typically done at the end of 1st shift.

PROCEDURES

- A. Classification staff will initiate, conduct, verify and record the entire institution count process using population data acquired through CJIS.
- B. Classification staff will direct Master Control to ring the count bell twice signaling the beginning of count. On 3rd shift, Master Control may omit ringing the count bell. Officers will conduct and report the following information to classification:
 1. Rotor Count: The number of inmates assigned to the housing unit. The rotor cards in the rotor book identify each inmate's housing assignment. The rotor book is the primary source to specify the name, location, and number of inmates assigned to the housing unit.
 2. Body Count: The number of actual physical bodies in the housing unit and other areas. Body Count is determined by observing each inmate's physical body. Body Count is conducted when

all inmates are on their beds and quiet. Officers are required to note the condition of inmates during count and check wristband ID's against tier cards.

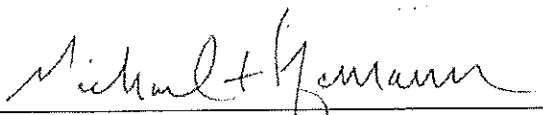
3. Out Count: The number and location of inmates *outside* of the housing unit. Housing unit officers should be aware of each inmate's location away from the housing unit for count.

C. All inmate movement in the institution will stop until count is complete.

At the completion of institution count, classification staff will broadcast that count is clear and announce the current time. Master Control will ring the count bell to signal that count is completed.

Inmate movement is permitted at the completion of institution count.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: 11/22/2014

MILWAUKEE COUNTY HOUSE OF CORRECTION ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES		
CHAPTER NO.: 9	SECTION NO.: 900	REVISION DATE: 11-10-2014
CHAPTER: FOOD SERVICES		ORIGINAL ISSUE DATE: 11-10-2014
POLICY: Food Service		

PURPOSE

Correctional meal service has been and will continue to be an important inmate and staff morale issue. In the case of inmates, it is absolutely essential that the food not become the source of inmate complaints and disciplinary problems. The House of Correction will maintain menus consisting of food items which are known to be popular/generally acceptable.

POLICY

The Milwaukee County House of Correction in conjunction with food service contractors will provide meals using the cook chill system. All meals shall provide nutritious and quality food for all inmates. (Wis. Admin. Code DOC § 350.11(1)).

DEFINITIONS

1. House of Correction as herein shall be referenced as HOC.
2. The term "CONTRACTOR" as herein used shall be deemed as reference to the successful bidder, vendor, proprietor or corporation receiving an award and entering into a formal agreement under the terms of the bid.
3. The term "COUNTY" as herein used shall be deemed as reference to Milwaukee County of Milwaukee, Wisconsin.
4. The term "DORM" as herein used will be deemed as reference to a housing unit containing open bed space or individual cells.
5. The term "FACILITY" as herein used shall be deemed as reference to any facility operated in whole or part by the HOC and/or has contracted for full or partial food service.
6. The term "FOOD SERVICE ADMINISTRATOR" as herein used shall be deemed as reference to the duly appointed representative of the Superintendent, House of Correction for the purpose of administering this contract.
7. The term "PRODUCTION CENTER" as herein used shall be deemed as reference to the central cook-chill kitchen located within the HOC complex.

FORMS

1. Aramark Standards of Operation QA assessment
2. Sharps logs
3. Temperature logs
4. Third party annual inspection

PROCEDURES

SECURITY

Ingress/Egress – All Contractor employees must enter the building via the designated building entrance and will be signed in and out of the buildings.

Search – All Contractor employees will be subject to search upon entering and leaving the building. All items carried into and out of the facility should be in clear plastic bags. **No tobacco products of any type will be permitted within the HOC.** Physician prescribed medications sufficient for consumption during that shift will be permitted and properly secured. Contractor's employees, their personal articles and lockers/storage containers are subject to search at any time in all HOC and contracted detention facilities.

Identification Badges – All Contractor employees will wear the HOC purchased identification badge (with picture) face up in a visible manner from the point at which they enter the building and at all times while in the building until the point at which they leave the building.

Locked Doors – The Contractor and its employees will be responsible for keeping closed and locked all internal doors in the assigned work areas. The Contractor and its employees must adhere to all security restrictions imposed by the HOC.

Employee/Inmate Relationships – The Contractor must ascertain and notify the HOC in writing if any employee is related to or has or initiates an ongoing personal relationship with any person confined as an inmate in any of the HOC-operated detention facilities. It is the Contractor's responsibility to require its employees to alert the Contractor whenever a person, who is a relative or personal acquaintance of that employee, is admitted to any HOC detention facility. **No contract employees will exchange items or personal information to/with inmates.**

Sharp Equipment Inventory – The Contractor will implement a check-out/check-in log procedure for sharp utensils in all facilities. The Contractor will provide and utilize locked shadow board for the secure storage and quick inventory of knives, meat forks and other sharp or pointed utensils. **All sharp objects must be accounted for prior to all inmate worker shift changes.** Sharps inspections sheets will be signed by contractor staff and the officer assigned to the kitchen. A once daily inspection will be completed and signed by a security supervisor. (See attached form "Sharps log")

The HOC reserves the right to define and ultimately approve what is a sharp utensil as well as enter the kitchen and inventory all such items at its discretion. Any missing items must be reported to the respective facility commander or officer in charge immediately, then to the Food Service Administrator.

Maintenance Vendors – Maintenance vendors will be required to enter the building through the proper security channels. There will be no exceptions.

Salespersons – The Contractor should encourage all salespersons to call at their district/area offices. No salesperson will be permitted in the HOC or any jail secured portions of the facilities. If a salesperson must call on the Contractor's unit managers, the appointment must be set up for the managers to meet the salesperson in the public reception areas. [The Contractor shall minimize the use of this area as much as possible.] Note: Exceptions will be made and authorized for equipment repairs, deliveries or installations.

Emergency Authority – In an emergency situation, HOC staff takes supervisory and/or command precedent over the Contractor's management and staff.

Correctional Staff – Unless exigent circumstance dictates otherwise the HOC will provide a minimum of two correctional officers assigned to the production kitchen. The officers' conduct all searches, inmate counts and inmate movement to/from the kitchen. Officers will be responsible for proper documentation of all security related documentation in this area.

MEAL PRODUCTION REQUIREMENTS

Unless the contractor can prove that different specifications can meet the minimum nutritional and caloric count standards included herein, all food purchased for use under this contract shall meet at least the following minimum specifications:

- Beef, veal and lamb shall be of at least USDA Good⁸. The fat and/or soy content of all ground meat products to be used cannot be in excess of 20 and 6 percent respectively. All breaded products must have a product weight of 2 oz. Before breading and 3 oz. total weight.
- Chicken quarters can be no less than 8 oz. raw weight. Legs or thighs must be 6 oz. minimum raw weight. All breaded products must have a product weight of 2 oz. before breading.
- Canned fruits and vegetables shall be at least USDA Grade B (or standard).
- Fresh produce shall be at least USDA No. 2. The Contractor may serve comparable portions of other fresh fruits, $\frac{3}{4}$ c. for fresh or frozen berries or melon, or $\frac{1}{2}$ c. of canned fruit.
- Dairy products shall be at least USDA Grade A. (Butter may be substituted for margarine when it is a commodity item.) 1% or skim fresh milk fortified with Vitamins A and D shall be served as a beverage daily with the breakfast meal. Dry/powdered milk may be used in cooking/baking only.
- Eggs shall be at least USDA Grade B Medium or an egg mixture from a USDA inspected processor.
- Frozen fish and seafood must be a nationally distributed brand, packed under continuous government inspection. All breaded products must have a product weight of 2 oz. before breading.
- Purchased Bakery products – a minimum of 60 percent whole-grain products must be used. Day-old breads may be purchased but must be used within 48 hours or frozen until the time of use.

The Contractor may not purchase "second market" and/or distressed food items without the prior written approval of the HOC. Nor will the Federal Surplus Program be utilized.

The Contractor must, no less than annually, provide a written report listing the names and addresses of all food processors, manufacturers, brokers and vendors supplying food and supply items as part of this contract. Within that report, the Contractor must attest that all of food and supplies vendors have remained in compliance with all national, state and local building codes, food service laws and regulations over the past contract year. The Contractor will make every effort to comply with the menu specifications and will need to go beyond prime vendors to secure products for menu compliance without additional cost to HOC.

MENU STANDARDS

Menus - The Contractor will supply a minimum of two hot meals per day for all HOC inmates. The Contractor may choose to serve the cold meal at breakfast no more than five days per week. On the days a hot breakfast is served, a cold lunch may be served as long as it remains within the nutritional/caloric guidelines spelled out in this agreement. Dinners must always be a hot meal. (Wis. Admin. Code DOC § 350.11(6)).

Cycle - A "to be served" 28-day cycle breakfast, lunch, dinner and sack meal-of-the-day menus for all designated HOC facilities. These menus must meet all the current State of Wisconsin requirements noted below as well as the American Correctional Association (ACA) standards (most current version) for food service in accredited corrections facilities. In the event of conflict between the two, the most stringent requirement will prevail.

- The menu must have a sufficient number and quantity of food items to fill each tray cavity. The intent of this clause is to structure a menu which will achieve the goal of presenting the inmates with adequate portions and a full tray.
- Cold bag meals may need to be provided at CJF unit 4D, for all three meals; breakfast, lunch, and dinner with a rotation of sandwich meats and fruit at meals. In addition a disciplinary meal will be offered on an as needed basis.

- A special holiday meal must be served on Christmas, Martin Luther King Day, Easter, Cinco de Mayo, 4th of July and Thanksgiving.

Minimum Menu Requirements – The Contractor will provide eight ounces of **1%/Skim milk** at breakfast daily. Four ounces of fruit juice (not fruit drink) must be served a minimum of four times a week at breakfast, fortified with Vitamin C if a non-citrus juice is provided.

- The entire menu must be pork free.
- No sulfite additives are to be added on premises to any foods served.

Contingency Meals – The Contractor will be required to provide food service at no additional cost to the HOC in the event of lockdowns, riots, fire, power failure, severe weather conditions or other events that would cripple the normal operations of a detention facility. At a minimum, the Contractor must maintain an on-premise inventory sufficient to prepare and serve three (3) days of scheduled meals at each location. The Contractor will be required to submit a HOC approved contingency plan which will address the manner in which a nutritionally equivalent menu can be provided, so as to meet this requirement.

Menu Substitutions/Changes – A log detailing all full or partial menu substitutions must be maintained for the HOC's food service program. The reasons for temporary changes or last minute substitutions must be submitted no less than monthly (or per accounting period) to the Food Service Administrator. Permanent changes in the planned menu shall be noted in writing on the menu in the kitchen. The corrected menu must be approved in writing by the designated Food Service Administrator prior to implementation. All substitutions and permanent changes must be certified as being nutritionally comparable by a registered dietitian.

Documentation of menus as they are actually served must be maintained as verification of providing a nutritionally adequate diet. The Contractor must submit such documentation weekly to the HOC.

Menu Posting – Appropriate menus shall be distributed to each facility commander's office and Food Service Administrator two (2) weeks in advance of its use.

ALTERNATIVE DIET AND SPECIAL CONSIDERATIONS

Therapeutic Diets – Therapeutic or restricted diets must be available upon medical authorization. Specific diets must be prepared and served to inmates according to the orders of the attending physician or dentist, or as directed by the responsible health authority official. (Wis. Admin. Code DOC § 350.11(9)). Medical diets, verified by a registered dietitian, must be specific and complete and will be furnished in writing to the Contractor. Restricted diets must conform as closely as possible to the food served other inmates. Medically prescribed nourishments (such as Sustacal or Ensure) and snacks must be served upon request as part of the per meal cost.

Religious Diets – An inmate may abstain from any foods that violate an inmate's religion. (Wis. Admin. Code DOC § 350.11(10a)). Consistent with available resources the HOC shall provide a substitute from other available foods from the menu served at the meal. Substitutions will be nutritious and of quality. (Wis. Admin. Code DOC § 350.11(10b)).

Vegetarian Diets – Vegetarian diet request are not recognized by the HOC.

Inmate Work Crew Special Meals – HOC inmate off-site work crews and Huber release inmates that are not within the facility during meal times will be given bag lunches or provided late meals upon return to the facility.

Medical Wing and "Lockdown" Meals – Due to the special nature of the cells in the psychiatric and medical units, the appropriate number of regular and medically prescribed diets are to be delivered to the dorm/housing unit.

In the HOC and CJF facilities, there will almost always be a certain number of inmates in a "lockdown" or maximum security status. Upon request and at its cost, the Contractor is to portion the hot and cold food into separate disposable Styrofoam containers, label them with the inmates name or number and deliver them to the designated location in separate insulated containers. Once counted and received by an authorized staff person or Detention officer, the Contractor's responsibility for the food will end.

Court/Booking Sack Meals – The Contractor is to contact the Court Staging Units at HOC and CJF around 2:00 P.M. daily to receive the sack meal order for the next day. The sack meals must be prepared and delivered to the Court Staging Units by no later than 4:00 A.M. the next day.

Menu Certification – Menus must be reviewed and certified by the Contractor's Registered Dietitian and /or qualified nutritionist with the completed review maintained within the facility files. (Wis. Admin. Code DOC § 350.11(2)).

According to the Recommended Dietary Allowances (RDA) stated by the National Academy of Sciences. In addition, the menus must conform as closely as possible to the United States Office of Agriculture (USDA) guidelines for food composition especially those relative to the amount of fat, cholesterol, sodium and dietary fiber. Toward that end, the menus proposed must contain:

- No more than 4,500 mg sodium
- No more than 30% fat (with no more than 10% saturated)
- No more than 500 mg cholesterol
- A minimum of 12 mg iron
- A minimum of 25 gm fiber
- 100% or higher RDA vitamins and minerals

Daily Calorie Requirement – The minimum daily calorie requirements for all (not including therapeutic/medical diets) House of Correction inmates shall be **2800 calories**.

Sack Meals – Sack meals must contain approximately one-third of the minimum daily nutrition requirement.

Food Preparation

All inmate food production is to take place in the HOC Production Center facilities. All food items are to be prepared by Contractor staff pursuant to the HOC's policies and procedures statement below:

- Inmate workers are only to be given knives or other sharp instruments under the direction and constant supervision of qualified Contractor supervisory personnel.
- Inmate workers may use or clean any meat, vegetable or fruit slicing/chopping/processor units when under the direct supervision of a cook or floor supervisor.
- The Contractor is solely responsible for making sure that inmate workers observe proper food handling and workplace safety rules, regulations and food service industry best practices.
- All food preparation conducted by inmates will be supervised by contractor staff throughout all aspects of food preparation and service. (Wis. Admin. Code DOC § 350.11(15)).

TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS

Each inmate food services worker shall satisfactorily complete the initial training prior to being assigned to prepare, deliver or serve food. Food services workers should receive periodic supplemental training as determined by the food services manager (Wis. Admin. Code DOC § 350.11(14)).

The training curriculum for inmate food services workers should include, at minimum, the following topics:

- Proper hand-washing techniques and personal hygiene as it applies to food services work
- Proper application and rotation of gloves when handling food
- Proper use of protective hair coverings, such as hats or hairnets
- Wearing clean aprons and removing aprons prior to entering toilet facilities
- Maintaining proper cooking and holding temperatures for food
- Proper portioning and serving of food
- Covering coughs and sneezes to reduce the risk of food-borne illness transmission
- Reporting diarrhea, illness, cuts or sores to the kitchen or security staff in charge

Food Services Workers' Health, Safety and Supervision

Work assignments shall be developed to ensure that sufficient food services staff is available to supervise inmate food services workers. The food services manager should coordinate with the corrections supervisor to ensure that sufficient correctional staff is available to supervise Inmate meal service.

- The food preparation area must remain clean and sanitary at all times (Wis. Admin. Code DOC § 350.11(5)).
- The food services manager or the authorized designee shall post daily, weekly and monthly cleaning schedules for the equipment and food preparation area.
- All persons who work in food service areas shall wear clean garments and clean caps or hairnets and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of fingernails (Wis. Admin. Code DOC § 350.11(11); Wis. Admin. Code DOC § 350.11(13)).
- Staff shall ensure inmate food service workers shall shower daily and are provided with clean work clothes (Wis. Admin. Code DOC § 350.11(11)).

MEDICAL SCREENING

The food services manager shall work cooperatively to develop procedures to minimize the potential for spreading contagious disease and food borne illness. In an effort to prevent the spread of illness, the following shall be strictly observed:

- (a) All food services workers shall have a medical examination prior to performing food service activities to screen for transmissible illnesses or diseases. The examination shall be conducted in accordance with local regulations and repeated at scheduled intervals.
- (b) Food services workers shall have education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.
- (c) A supervisor shall inspect and monitor the health and cleanliness of food service workers, and remove anyone exhibiting any signs of illness that may spread disease from any food services area.
- (d) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work (Wis. Admin. Code DOC § 350.11(12)).
- (e) Food handlers shall wash their hands with anti-bacterial soap and water immediately prior to performing food service activities and after using toilet facilities.
- (f) Aprons shall be removed and secured in a clean storage area before entering the toilet facility.
- (g) Food services workers shall wear disposable plastic gloves and a protective hair covering, such as a hat or hairnet, when handling or serving food. Gloves shall be changed after each task is completed.
- (h) Vendor must submit evidence of compliance with state and local food safety regulations.
- (i) Smoking at any time is prohibited in any food services area.
- (j) Documentation of compliance with the above and with any other risk-minimizing efforts implemented to reduce food transmissible disease shall be maintained in accordance with established records retention schedules.
- (k) All food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as

- Hepatitis A or tuberculosis)
- (I) Any food services worker is prohibited from handling food or working in any food services area if he/she reports symptoms such as vomiting, diarrhea, jaundice, sore throat with fever or has a lesion containing pus, such as a boil or infected wound that is open or draining. Food service workers shall only return to work in food service areas when cleared by a qualified health care professional.

Portioning

With respect to the menu, all food portion sizes shall be the cooked weight or shall be specifically identified as raw weight. Meat portions in casserole or combination dishes must be listed. The contents for all sack meals must be clearly indicated by item and weight. All portions must be listed on the menus which are submitted in the proposal response. They must include the number and portion size of each condiment package/serving that will accompany the meal.

All foods not already proportioned must be served using properly sized, appropriate serving utensils. The Contractor's portioning and serving procedures must be written and consistently supervised/executed so that each inmate receives no less or more than the portions of all food items specified.

Where relevant, all foods are to be portioned using the designated trays. "Lockdown" inmate meals are to be portioned into "clam shell" styrofoam meal containers within each facility. All hot and cold food clamshell containers are to be transported in separate insulated carts or containers to the designated housing units.

Meal Production Requirements

Warehouse/Receiving - The Contractor will be responsible for receiving all goods at the secured Production Center loading dock between the hours of 5 A.M. and 8 P.M. Monday through Friday. A HOC employee must open and lock all doors as well as be present during the entire delivery process. Vendors/drivers are not permitted to pass through the security doors to the kitchen or any portion of the HOC kitchen or any other facility listed herein. The Contractor should encourage its vendors to avoid making deliveries when a meal portioning/tray delivery process is underway.

The Contractor will be responsible for supplying and the replacement of pallet jacks. This includes all points of service including, deliveries and transporting food to satellite facilities. The Contractor will ensure the following;

Contractor will be liable for any damage caused through careless pallet jack handling by its employees and inmate workers under its supervision.

Storage -

- The Contractor must provide for the correct handling, prompt storage and rotation/issue of food items purchased for use in each of the subject facilities. The FIFO.
- All food items will be stored at a minimum of six inches off the floor. (Wis. Admin. Code DOC § 350.11(8a)).
- Opened food packages are to be stored in air tight containers with appropriate labels and dates. (Wis. Admin. Code DOC § 350.11(8b)).
- All food items will be stored in the appropriate locations and under the appropriate temperatures. (Wis. Admin. Code DOC § 350.11(8c)).
- All sack meals are to have date codes to prevent consumption of dated/spoiled foods. After 48 hours, all unused sack meals must be discarded.

- Date stamping - All incoming items are to be date stamped. Products which are purchased fresh and then frozen, must show the date when received, the date when it was placed in the freezer and the date removed. Products which have been frozen in excess of one year and/or are past the manufacturers/processors established or implied pull/freshness expiration date may not be served.

Condiments – Such as salt, pepper, catsup, mustard, relish, salad dressing and others must be in individual disposable packets or bulk condiments are to be portioned and served on each inmate's tray. For trayed meals, the condiments packets must be placed so that they are not permitted to directly come in contact with the food. Condiments may not be handled or distributed by housing unit inmate trustees.

Disposables/Expendables – the Contractor will furnish all paper, plastic ware (including sporks), sacks, paper towels and hand soap for all HOC food service facilities. Hair nets/hats, beard guards, plastic/cloth aprons, plastic gloves, rubber gloves for ware washing and oven mitts for use by inmate workers (to include all serving lines and pod use at CJF) must be supplied by the Contractor.

Food Delivery and Service

The movement of food/dirty tray carts and personnel within HOC detention facilities must adhere to the rigid security guidelines established and periodically changed by the HOC.

Meal Delivery – The Contractor is to portion, assemble, load into designated carts and label the exact number of bulk food containers and/or trays required (including medical diets) to serve out of each dining area or to transport trays to each unit/dorm on each floor or wing. All food items are to be placed on the trays. [The object of this specification is to eliminate the need for Detention staff or inmate workers from having to serve one or more food items or reassemble the trays once they are delivered to that floor or housing unit.] The trays and beverage dispensers are to be placed in carts which will be taken to each floor.

The exact counts for each housing unit can be accessed by contacting the housing unit in each facility or contacting the Classification. The Contractor will be responsible for the delivery of all food carts to each floor/service point within each facility. From the time the carts leave the kitchen and are received at the designated floor/service point the following will apply:

- All food and drink will be protected from contamination. (Wis. Admin. Code DOC § 350.11(16a))
- All meals will be covered during transit to and within the facility. (Wis. Admin. Code DOC § 350.11(16b)).
- Any spills during transit shall be reported immediately to master control and a cautionary announcement made to all staff. The area will be cleaned and dried immediately by inmates assigned to the kitchen.
- The Contractor is to report all significant and/or recurring food delivery/service problems encountered in transit or on the floors/in the dorms/housing units to the Food Service Administrator.

Food Temperatures – All chilled food must be served at no more than 41 degrees F. and hot food at no less than 140 degrees F. and no higher than 180 degrees F. Temperature logs in accordance with HACCP standards must be consistently and accurately maintained. (Wis. Admin. Code DOC § 350.11(7)).

Meal Utensil – All inmates are to receive a plastic spork, disposable or reusable with each meal.

Meal Beverage Cup – Bulk service beverages (such as fruit juice and fruit drink) are to be served in disposable or reusable plastic hot/cold cups supplied by the Contractor.

Disposable Gloves/Hairnets – At the HOC's request, the Contractor is to make available at its cost, the same disposable gloves and hairnets provided per RFP Specification 6.5.4 for use by Detention staff and inmate workers for nonfood service tasks in other portions of the jails. Orders for delivery of these items will be reviewed and monitored by the Food Service Administrator.

HOC and CJF Elevator Usage – The movement of carts, supplies and personnel within these buildings will be restricted to assigned times and a designated elevator. Any changes in the use of the elevator must be cleared through the Food Service Administrator and respective facility commanders. Inmates transporting food carts out of visual contact must be supervised by a qualified food service staff person.

Food Delivery Trucks/Vehicles – At no time may inmate workers be permitted to operate a Contractor owned/operated vehicle.

Cart/Serviceware Return – All inmate trays, service trays, bulk containers and refuse from housing units shall be returned to the kitchen in the cart used to deliver same. Food on extra trays (i.e., not served to inmates) that are returned to the kitchen must not be reused or held for a future meal. All serviceware returned to the kitchen must be washed and sanitized prior to the next use.

Food Safety

Temperatures

- In all food storage areas will be checked and recorded at the beginning of each shift (Wis. Admin Code DOC 350.11(17)). Holding Temperatures for cold food and hot food shall be checked and recorded every two hours. Hot food shall be reheated to 165 degrees for 15 seconds if it falls below 135 degrees at any time.
- All reach-in or walk-in refrigeration must maintain an air temperature at or below 41 degrees. All freezers shall maintain a temperature cold enough to keep all items frozen in a solid form.
- Two (2) sample trays from each meal shall be dated and stored under refrigeration for testing in the event of a food-borne illness outbreak. Sample trays shall be discarded at the end of three days should no food-borne illness be reported

Garbage containers in the food service area shall be kept covered when not in use, emptied as needed and cleaned daily.

Food Production / Service shall be stopped immediately in the event of a sewage backup.

Chemicals and cleaning agents shall be stored separately from all food service items. Chemicals shall be stored in their original container. In the event a chemical is transferred out of its original container the product shall be labeled accordingly. Safety Data Sheets (SDS) shall be available and updated as needed.

Equipment & Facilities

The Contractor shall warrant that it will take all reasonable and prudent measures necessary to assure the HOC that its equipment is being properly used and maintained. The Contractor will have direct responsibility for the care and maintenance of the equipment in the HOC and CJF kitchens, dishrooms, retherm areas, serving areas and inmate dining areas.

Preventative Maintenance – The Contractor shall provide, at its expense, preventative maintenance and repair contracts in accordance with manufacturer specifications on all equipment (to include meal transport carts) under its direct control in the HOC and CJF kitchens and inmate serving lines/dining rooms. Such contracts can be provided by the Contractor itself, or by reputable companies generally known to have such expertise.

The Contractor is to keep a separate record on maintenance and repairs for each piece of equipment and to provide a written report and relevant documentation when requested, as to what preventative

maintenance/repairs have been performed on each piece of equipment. A no less than annual report of all preventative maintenance and repair work performed must be submitted within 30 days of the end of the contract year to the Food Service Administrator who will provide copies to the Detention Commander. The HOC reserves the right to audit these records at any time and/or request more detailed quarterly written reports.

HOC Maintenance Assistance – The Contractor may, at its discretion, utilize HOC or County maintenance personnel for minor electrical and equipment repairs. The decision to repair or not repair rests solely with the HOC or County.

Inventory Procedures – The Contractor and HOC shall jointly inventory, at least semi-annually, all HOC-owned capital equipment under the Contractor's direct control. As part of this inventory, a general assessment as to the condition and expected useful life of each item will be made. The Contractor will be liable for the replacement cost for all unaccounted items.

Contractor Purchased Equipment – A separate list of all Contractor supplied equipment must be maintained and submitted to the HOC annually.

Janitorial

Garbage – The Contractor shall remove all recyclables and trash to the appropriate bins and compactor/dumpster at the respective designated facility loading docks. Recyclable materials must be processed (i.e., cardboard boxes broken down, cans washed/crushed, etc.) in accordance with HOC procedures. The Contractor will ensure that garbage is removed whenever any trash containers are full, at the end of a meal period or at the end of the work day. All trash containers must be kept clean. The Contractor is responsible for the cleanliness of the dock and the area surrounding the trash compactor. When garbage containers are not in use they are to be kept covered. Trash containers are to be emptied daily and kept clean. (Wis. Admin Code DOC 350.11(18)).

Ventilation System – The Contractor will assume responsibility for the preventive maintenance and internal/external steam cleaning of the kitchens hood ventilation and stack systems two times annually at its expense. The exhaust (roof) fans must be serviced twice annually. The dry (filter-type) kitchen will be serviced a minimum twice annually. All interior and exterior surfaces (to include the filters) must be cleaned regularly. All work must be performed in accordance with local fire codes, manufacturers' standards and must be completed by a certified contractor.

Cleaning – The Contractor will be responsible for all day-to-day as well as periodic major cleaning of the HOC (including the Annex) and CJF kitchens and inmate service areas/dining rooms assigned to the Contractor including walk-ins, storerooms, freezer, dish room, kitchen, employee break rooms, employee restrooms, office and loading dock. HOC janitorial personnel will not be assigned any work in the kitchens. The Contractor must immediately clean up any spills that occur in the halls or elevators during the transport of food and supplies. A cleaning schedule will be developed and maintained on a daily basis. The Contractor will inspect and verify cleanliness by a manager's signature on a daily basis. Weekly cleaning assignments such as oven and retherm cleaning will monitored by Contractor management staff.

Cleaning agents –

- All cleaning agents will be stored separately from food service items
- All cleaning agents will be labeled

Personal Hygiene Facilities – The Contractor will supply hand soap, paper towels/hand dryers and toilet tissue for all staff and inmate restrooms and hand washing sinks in the kitchens and inmate dining rooms.

Grease Traps and Used Cooking Oils – The Contractor shall be responsible for the periodic cleaning of all grease traps and the proper disposal of used cooking oils. At minimum, grease traps will be serviced twice a year however; the need may be greater depending on refuse. The number of grease traps is represented by the following breakdown twelve traps at the HOC location and two traps at the

CJF location. All work must be performed in accordance with local fire codes, manufacturers' standards and must be completed by a certified contractor.

Food Services Facilities Inspection

Annual 3rd Party Inspection

The contractor will arrange for an annual inspection of all full-production and service kitchens by a qualified, independent outside source documenting that the food service area meets health and safety codes (Wis. Admin. Code DOC § 350.11(2)).

Cleaning and Inspections by Staff

The food services manager shall ensure that all equipment, appliances and utensils in the food preparation areas and dining areas are inspected monthly (Wis. Admin. Code DOC § 350.11(4)). Adequate hot and cold water should be available in the kitchen. The water temperature of all fixtures should be checked and recorded weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A documented cleaning schedule for each food services area shall be developed and posted for easy reference by staff, and shall include areas such as floors, walls, windows and vent hoods (Wis. Admin. Code DOC § 350.11(5a)). Equipment, such as chairs, tables, fryers and ovens, should be grouped by frequency of cleaning as follows:

- After each use each
- shift Daily
- Weekly Monthly
- Semi-annually
- Annually

The food services manager is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules. At the direction of the Jail Captain or the authorized designee, the food services manager shall take prompt action to correct any identified problems. (Wis. Admin. Code DOC § 350.11(5b)).

Safety Inspection Checklist

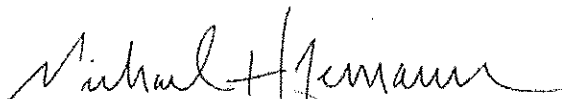
The following items will be part of the monthly documented inspection (Wis. Admin. Code DOC § 350.11(4)):

Food Services Facilities Inspection

- Lighting is adequate and functioning properly.
- Ample working space is available.
- Equipment is securely anchored.
- There are suitable storage facilities, minimizing the risk of falling objects.
- Floors are clean, dry, even and uncluttered.
- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- Fire extinguishers and sprinkler systems are available, not expired and are tested regularly.
- The food preparation area has good ventilation.
- Furniture and fixtures are free from sharp comers, exposed metal and splintered wood.
- All electrical equipment is in compliance with codes and regulations.
- All workers wear safe clothing, hair coverings, gloves and protective devices while working.
- All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety.

- All ranges, ovens and hot holding equipment are clean and in good operating condition.
- Mixers and attachments are clean and in good operating condition.
- Dishwashing machines are clean and in good operating condition, and proper chemicals are in use.
- Water temperatures for hand sinks, ware washing sinks and dishwashing machines meet minimum acceptable temperatures (Wis. Admin. Code DOC § 350.11(17)).
- Appropriate hand-washing stations are provided.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- AU temperature charts and testing documents are current, accurate and periodically reviewed and verified by the food services manager.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: 11/22/2014

**MILWAUKEE COUNTY HOUSE OF CORRECTION
ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES**

CHAPTER NO.: 8

SECTION NO.: 807

REVISION DATE: 11-02-2015

CHAPTER: ENVIRONMENTAL HEALTH

ORIGINAL ISSUE DATE: XX-XX-XXXX

POLICY: Inmate Hygiene

POLICY

In accordance with DOC policy and standards 350.12 (11), (14) the Milwaukee County House of Correction (HOC) ensures high standards of sanitation and hygiene. To that, inmates are required to maintain personal hygiene to limit exposure of possible communicable diseases.

DEFINITIONS

HOC: House of Correction

DITR: Due in to Report – inmates reporting to the facility for their sentence

MSDF: Milwaukee Secure Detention Facility (DOC)

MCSO: Milwaukee County Sheriff's Office

FORMS:

Request Slip

PROCEDURES

Upon Entry to the HOC

Inmates entering the facility from MSDF, other municipalities, or as DITR's (not transfers from MCSO) will receive a hygiene package during the booking process, which will include a comb, toothbrush, toothpaste, small deodorant and a bar of soap.

Inmates may not share:

- Toothbrushes
- Combs
- Shaving materials
- Feminine hygiene materials.

Hygiene Replacements for all Inmates

Upon request, all HOC inmates will receive from the dorm Officer, without charge:

- Soap
- Toilet paper
- Sanitary pads (female inmates only)

These items will be stored in the dorm supply room. The dorm Officer will order supplies from the Stores Clerk, maintaining an adequate supply in the dorm.

Nail Clippers

Nail clippers are available for use by inmates in each dorm. The dorm officer will ensure that the clippers are sanitized before and after each inmate use. Use of the clippers shall be logged in the jail log with the inmate's name, DOB, booking number, time out and time returned.

Hygiene Items from the Commissary

Inmates with money in their account may order additional hygiene items from the Commissary. Inmates that are indigent may fill out an indigent request slip and receives a hygiene package that consists of Soap, toothbrush, toothpaste and deodorant.

Medical Hygiene Items

Inmates may keep medical hygiene items issued by the Nurse/Doctor in their footlocker. The Nurse/Doctor will inform the Officer which hygiene items an inmate is authorized to keep and record the information in the inmate's medical record. The Officer will record the items on a note attach to the inmate rotor card.

Access to Toilets and Sinks

Inmates will have 24 hour a day access to a working toilet and access to hot and cold running water.

Access to Showers

Each dorm will maintain working showers with hot and cold running water.

Refusal to Shower

An inmate who refuses to shower will be addressed by staff to find a suitable solution to get them to shower. If continued refusals or no reasonable solution is reached, a Psych-social Worker will be contacted to discuss whether there is a medical issue indicated. Continued refusal may result in a forced shower given by staff.

Shaving

Every razor shall be secured in a locked cabinet. Only one razor per inmate will be kept in the locked cabinet in the dorm. Inmates may not share razors. Sign up for razor is 24 hours in advance.

Razor Issue Following Blood-Borne Pathogens Precautions

Only the dorm Officer will issue the inmate his/her personal razor.

Razors shall not be handed from one person to the other.

Razor Inspection and Return

The dorm Officer shall inspect each razor prior to issue and again upon return.

The dorm Officer will remove the razor cover and inspect for evidence of tampering with the blade. The razor should be secured at this time.

Any missing razors and/or blades will be reported to the supervisor immediately.

Any damaged razor shall be disposed of in the proper fashion – use of the "Sharps" container and documented in the log and on the inmate card.

Disposal of "Sharps" Containers

A dorm Officer will have the "sharps" containers emptied when they are approx. $\frac{3}{4}$ full.

Barber Services

HOC inmates will have access to barber services. Inmates must fill out and submit a request slip addressed to the barber and place it into the mailbox. Inmates with funds will be required to pay for the barber services. Inmates without funds will be serviced at the discretion of the barber.

Barber Services may not be provided to an inmate whose security status indicates he/she is a threat to him/her self or others.

All inmates shall be searched prior to and after hair care services. Basic search standards apply.

Scheduling

When the Barber comes to the HOC a list of inmates who have requested hair care will appear on a list and given to the Ocean 2 officer who will notify the dorm officers of inmates who are scheduled for hair care. Inmates than will be escorted to ocean 2 for hair care services.

Procedure for Barber Services Entering the HOC

The Barber will enter the HOC through the Visiting lobby. The Barber and his/her equipment will be searched according to the search procedure.

The Ocean-2 Officer will complete a checklist for all items the Barber brings into the HOC and notation shall be made in the logbook and checklist stored.

When the Barber is through, he/she will inform the Ocean-2 Officer who will check and verify all equipment is accounted for. Any discrepancies will be reported to the Lieutenant Immediately.

REVIEWED AND APPROVED:

Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: _____

MILWAUKEE COUNTY HOUSE OF CORRECTION ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES		
CHAPTER NO.: 5	SECTION NO.: 502	REVISION DATE: 11-02-2015
CHAPTER: INMATE MANAGEMENT		ORIGINAL ISSUE DATE: 08-31-1989
POLICY: Inmate Property		

POLICY

In accordance with Department of Corrections Standard 350.12 (15) and 350.16 (4) (5) (9); The HOC is the custodian of the personal property and clothing of all inmates. The HOC will be responsible for the security of property until the inmate has been properly released or until the inmate has authorized the property to be delivered to another person.

All property and clothing will be searched when it is received through booking. This will be done by an officer for all property received through booking area.

All property and clothing items received into the institution (HOC) must be inventoried into the property inventory (BK76) regardless of how long it stays in property. All transfers of property items must be updated in property inventory (BK76).

A property clerk will verify receiving all property from MCJ for transfers. This will be done by physically verifying contents match to computer inventory (BK76). Any discrepancies will be noted and corrected.

DEFINITIONS

CJF: Criminal Justice Facility

HOC: House of Correction

MCJ: Milwaukee County Jail

DITR: "Due in to Report" – Inmate walking in to report for his sentence

Property: Will refer to all personal property and clothing

FORMS

HOC-27: Consent to Deliver Property

HOC-61: Inmate Clothing Receipt

HOC-150: Inmate Property Register

PROCEDURES

A. RECEIVING INMATE PROPERTY

The property of all inmates received from the CJF will be transferred to the HOC with the inmate.

Any property not received from CJF with the inmate is to be listed as "NOSHIP" in computer (BK76) and on the receiver. Inmates will be notified that their property was not received from CJF. Upon receipt of the property at a later date, the inmate shall be notified by a call to the dorm officer, who will advise the inmate of the receipt of property.

Property received in a sealed bag will be stored and described as a sealed bag. A sealed bag will be defined as a heat-sealed bag from the Milwaukee Police Department or other agency. When the sealed bag is from Milwaukee Police Department, it will be described in the system as "sealed MPD bag". All other sealed bags will have the agency that sealed it (if known) included in the description.

Property items received in an unsealed bag will be individually inventoried before storage.

Medication received shall be kept in a separate "white" sealed bag. If received from MCJ, it will already be bagged, sealed and minimally labeled with the inmates name, DOB and booking number. If inmate is being booked in from a municipality or is a DITR, the medication shall be inventoried and placed in a "white" bag and sealed. "White" sealed medication bags shall then be placed in a locked inventory storage area in alphabetical order. The locations shall be placed in the computer for ease of access upon inmate's release.

B. PROPERTY PACKAGE

A property "package" will be made up for each inmate. The package will consist of:

Sealed Personal Property Bag – containing jewelry (watches, rings, necklaces, etc.)

Garment Bag – all clothing will be hung by the inmate on the hanger in the large garment bag. Other items will be placed in the garment bag pockets. If possible, loose, exceptionally bulky items will be placed in a plastic bag and stored on designated shelves. All blue garment bags will be stored by hanging on locations.

All cash money will be receipted. If cash is found left in property bag, remove it, have it receipted and inmate is to receive the cash receipt.

C. SANITATION

All property garment bags are manually sanitized prior to reuse.

Disinfectant is disbursed four (4) times per day at 9 am, 1 pm, 5 pm and 9pm by an automatic delivery system to aid in the reduction of mold, mildew and pests.

D. AUTHORIZED PERSONAL PROPERTY

All personal property will be taken from inmates and stored in the property room.

The only exception will be:

1. Medical Accessories – prostheses, braces, canes, crutches and other medical accessories authorized by the medical staff
2. Prescription Eyeglasses
3. Dentures
4. Commissary items purchased through Milwaukee County only.
5. Legal papers

Visitors will not be allowed to drop off any personal property during a visit unless the medical department has granted prior permission. Medical staff will notify a Corrections Manager in these cases. Authorized property delivered to the main lobby will be searched before it is allowed in the Institution.

Any items received through the lobby that the medical department has allowed will be delivered directly to the inmate, not brought to property.

E. UNAUTHORIZED PERSONAL PROPERTY

Unauthorized personal property is considered "contraband" and will not be allowed within the confines of the jail. The following items listed are considered contraband and is not all inclusive:

1. Tobacco and smoking paraphernalia – cigarettes, cigars, loose tobacco, pipes, papers, electronic smoking items
2. Sharps – knives of any kind, needles,

3. Incendiary devices – lighters (refillable or disposable), matches
4. Weapons – knives, guns, electronic control devices, OC, Mace etc.
5. Drugs – illegal or prescriptions not properly labeled or dispensed to the Inmate

When above items, or any others deemed contraband, are brought into the HOC with transfers from CJF or MSDF, the contraband items shall be destroyed.

When above items are brought to the facility by municipalities booking in commitments, the items shall be returned to the officer of the municipality to handle per their policy and procedures.

F. COURT CLOTHING

An inmate's visitor may provide clothing for an Inmate to wear to a jury trial. The clothing may be delivered to the main lobby as close to the trial date as possible but no more than five (5) working days before.

The lobby officer will search and inventory on designated form, all allowable jury trial clothes received in the lobby. Lobby officer will provide the visitor with a copy of the completed jury trial clothing receipt. Lobby officer will contact property clerk to have them pickup the clothes from the lobby. No jury trial clothes are to be left in lobby at the end of any shifts.

Court clothes received on hangers will be stored on designated clothing rack until the trial day. Court clothes loose or in bags will be stored in the inmate's garment bag. The jury trial clothing receipt will be attached to the clothing items and added to their inventory.

G. RELEASE OF INMATE PROPERTY

An inmate's property will be released from the property room to the Inmate being released from custody, to a visitor the inmate has authorized to pick up the property or to a law enforcement representative who claims the property as evidence in a legal case.

When required, a sealed bag may be opened by a Correction Manager or their designee to remove necessary approved items. The following procedure shall be followed:

- Inmate must be escorted to the property room prior to opening it if at all possible.
- Sealed bag is to be released in inventory system to inmate.
- All items in the bag will be inventoried individually in computer.
- Release needed item to inmate.
- Print off new receipt and have inmate sign new inventory receipt and give inmate a copy.
- Reseal new bag with new inventory slip.

H. CONSENT TO DELIVER PROPERTY FORM

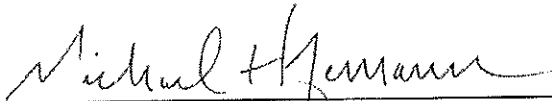
The Consent to Deliver Property form (HOC-27) is to be completed by the inmate and forwarded to the property room for processing. When form is received, verify it is filled out correctly and file. Authorized persons are to contact the property room directly to verify receipt of consent and clerk will advise them of all available pickup times. In cases when property must be delivered in a timelier manner and/or removed from a sealed bag, a Corrections Manager must approve the opening of the sealed bag.

I. UNCLAIMED PROPERTY

The House of Correction will hold unclaimed property for one (1) year after the Inmate's release or transfer to another institution. Inmates will acknowledge this policy when they read and sign the property receipt.

After one year, Property will be destroyed. The property will be sent to MCJ for disposal and the location shall be changed in the computer to state it was destroyed.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: 11/22/2014

**MILWAUKEE COUNTY HOUSE OF CORRECTION
ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES**

CHAPTER NO.: 10	SECTION NO.: 1008	REVISION DATE: 11-02-2015
CHAPTER: INMATE PROGRAMS		ORIGINAL ISSUE DATE: 05-15-1986
POLICY: Inmate Correspondence		

POLICY

In accordance with Department of Corrections Standard 350.209-Mail and 350.34-Publications; The Milwaukee County House of Correction will allow inmates to correspond with family, friends, attorneys, government officials, and other significant community contacts with minimum interference. Inmates are encouraged to maintain ties with their friends, families, which will aid in their reintegration process.

The HOC administration recognizes the rights of inmates to free access to courts, attorneys, and government officials. This access will not be hindered or restricted in any way.

Legitimate safety and security needs of the HOC will be implemented to protect employees, inmates, and visitors through careful inspection of all mail in an attempt to detect and remove all contraband and suspicious substances.

DEFINITIONS

Censorship: The entire withholding of inmate correspondence or reading or deleting of parts thereof.

Contraband: Any item or article in the possession of an inmate or found within the institution that has not been officially issued, purchased in the commissary, or approved by an appropriate staff member. Any material or article depicting nudity is prohibited and shall be treated as contraband. Any envelope or box that has anything affixed to it other than a postage stamp is considered contraband.

Correspondence: Communication to or from inmates through letters, postcards, greeting cards or parcels.

Correspondence Officer: Employee assigned to the mail

General Correspondence (Non-Privileged): Incoming or outgoing correspondence other than privileged mail. General correspondence includes packages sent through the mail. Any correspondence not identified as privileged mail.

HOC: House of Correction

Money: Cash, cashier's checks, postal notes, tax return checks, federal checks, money orders or drafts

Newspaper: A newspaper, which qualifies a general circulation newspaper in the community in which it is published. A newspaper is one of "general circulation" if it circulates among the general public and if it publishes news of a general character of general interest to the public such as news of political, religious, commercial, or social affairs. A key test to determine whether a newspaper qualifies as a "general circulation" newspaper is to determine whether the paper qualifies for the purpose of publishing legal notices in the community in which it is located or the area to which it distributes; A news magazine which has a national circulation and is sold by newsstands and by mail subscription to the general public.

Nudity: The showing of human male or female genitals or pubic area with less than a full opaque covering, or the showing of the female breast with less than a full opaque covering of the areola or nipple, or the depiction of covered male genitals on a discernibly turgid state.

Privileged Correspondence: Mail between an inmate and attorney, legal aid services, other agencies providing legal services to inmates or paraprofessionals having a bona fide association with such agencies; attorneys, judges, and clerks of federal, state and local courts; representatives of the news media; or public officials and their authorized representatives acting in their official capacities. For incoming correspondence to be processed under the privileged correspondence procedures, the sender must be adequately identified on the envelope.

PROCEDURES

Inmate Orientation

During the booking process, inmates will receive a handout that will include information about inmate mail procedures.

Mail Delivery to the HOC

- A. All incoming and outgoing mail (except deliveries by private mail services) will be processed through the United States Postal Service.
- B. HOC staff, visitors and/or volunteers, are not permitted to personally bring in (or mail) correspondence for inmates, or transfer letters between inmates within the facility.
- C. All inmate mail and parcels delivered to the HOC will immediately be transferred to the Mail Security Room upon reception into the facility.

Private Mail Services

Deliveries by private mail services (U.P.S., Federal Express, etc.) will be processed the same as U.S. Postal Mail. An assigned staff person will sign for deliveries from Private Mail Services requiring a signature. All deliveries from private mail services must be approved by a Captain or higher prior to being shipped to the HOC. **Deliveries from Private Mail Services without a return address will not be accepted.**

Processing Incoming Mail and Parcels

- A. Inmates are allowed to send and receive correspondence. Incoming mail and parcels will be processed and delivered to the inmate within a reasonable time, usually 24 hours, barring unusual circumstances or based on the needs of the agency.
- B. The Clerk will check the mail for any obvious contraband. The Shift Captain will be notified immediately of any suspicious mail/parcels.
- C. Once the mail has cleared the x-ray process, the mail will be given back to the Clerk who will return to the mailroom.
- D. The clerk will write each inmate's housing location on the outside of the correspondence and separate the mail by housing location. An officer will deliver the mail to each dorm. Each dorm officer will retrieve the mail for their dorm and will document such in their log.
- E. An officer will deliver the mail to each dorm. Each dorm officer will retrieve the mail for their dorm and will document such in their log.
- F. The dorm officer, prior to handing out the mail to the inmate, will document the incoming letter into the BK08 screen.
- G. The dorm officer will open each piece of mail in front of the inmate, unless it constitutes suspicious mail, inspecting it for contraband.

- H. When the mail is determined to be free of contraband and suspicious materials, the dorm officer will give the mail to the inmate.
- I. At no time shall an inmate distribute it, nor shall it be accessible to any inmate other than the addressee.
- J. Incoming certified or registered mail for inmates shall be processed as all other mail but delivered to the addressee only after securing a signed receipt for it.
- K. Mail received for inmates no longer in custody of the HOC will be marked "RETURN TO SENDER – NO LONGER IN CUSTODY". The Clerk will make sure to black out the orange barcode located on both the front and backside of the correspondence (to assure that the letter does not return to our facility). All returned mail will then be placed in the U.S. Postal Office Mailbox located in the mailroom.

Privileged Mail

- A. To maintain the integrity and security of the HOC, all mail will be opened and the contents searched by an officer, with the inmate present, for contraband only.
- B. Privileged correspondence shall be exempt from the standard procedures for inspection with the exception of receipt of cash or check. If there is suspicion of abuse of privileged correspondence, it may be opened and inspected, but not read.
- C. This will be the only mail in which the inmate may keep the envelope that was delivered to them. However, if an inmate stores anything inside an envelope in which privileged mail was delivered other than legal mail, the envelope will be considered legal contraband and will be inventoried into their personal property.

Suspicious Mail (Opened and Unopened)

Officers will wear protective gloves when inspecting incoming and outgoing mail. If unopened suspicious mail is found, the Shift Captain shall be notified immediately. The Shift Captain will determine the appropriate action.

Reading Inmate Mail

- A. Personal incoming and outgoing inmate mail shall not be read unless ordered by a Captain or higher.
- B. Letters shall not be read unless there is probable cause to believe that correspondence might contain the following:
 - 1. Plans for sending contraband in or out of the facility
 - 2. Plans for criminal activity
 - 3. Instructions for manufacture of weapons, drugs or drug paraphernalia, or alcoholic beverages
 - 4. Threats of blackmail or extortion
 - 5. Plans for escape or unauthorized entry
 - 6. Plans for activities in violation of facility rules
 - 7. Information that, if communicated, would create a serious danger of violence and physical harm to a human being
 - 8. Other material that would, if communicated, creates a serious danger to the security of the facility

Distributing Incoming Mail

- A. Barring unusual circumstances, mail will be distributed to inmates within 24 hours after it was delivered to the floor.

B. The mailroom shall retain any material meeting one or more of the following criteria and forward to the Corrections Manager for review:

1. The material contains instructions for the manufacturing of explosives, drugs or other unlawful substances.
2. The material advocates violence within the facility.
3. The material is of a type that demonstrably has caused violence or other serious disruption of facility security.
4. The material advocates racial, religious or national hatred in such a way so as to create a serious danger of violence in the facility.
5. The material is of a nature to encourage sexual behavior which is criminal and/or in violation of facility rules or detrimental to rehabilitation.

C. Stamps are removed from the outside of the envelope before being given to the inmate.

Items Allowed Through the Mail

An inmate may receive the following via mail:

1. Correspondence,
2. Non-Polaroid photograph or pictures without any type of backing,
3. Funds (cash is strongly discouraged),
4. Publications: Magazines, newspapers or periodicals shall be accepted if they are sent directly from the publisher.

Publications (magazines, newspapers, and soft cover books) must be mailed to the inmate directly from the publisher in original mailing wrappers.

Items Not Allowed Through the Mail – (Contraband)

A. The following is a sample, and is not all inclusive, of unacceptable items which will be returned to the sender or confiscated:

1. Polaroid Pictures
2. Layered Greeting Cards
3. Nude photos and photos that exhibit sexual content or that are suggestive in nature
4. Pictures showing weapons, money, or gang signs
5. Spiral and hardcover books
6. Any magazine that is adult in nature
7. Stationery, stamps, post-its, pens or pencils, etc.
8. Staples, paperclips, metal, plastic, laminations, etc.
9. Stickers, labels, decals, tape, glue, or any adhesives on the inside or outside of the envelope/letter
10. Musical cards, glitter, paint, string, etc.
11. Mail containing bubble wrap or plastic, padded envelopes
12. Identification cards, credit cards and phone cards Dental floss, paste, or powder
13. Medicine, pills or medical supplies
14. Twine, wire, or any other binding material

B. The Milwaukee County House of Correction reserves the right to prohibit any other items that could be considered contraband or which could threaten the safety and security of the institution, its employees or its visitors.

C. Repeated attempts to send an inmate unauthorized items may constitute disciplinary action against the inmate, and may cause the matter to be referred to the Milwaukee County District attorney's office for possible Criminal Charging of the sender and / or the inmate involved.

Contraband Received Through the Mail

The possession of any material defined as contraband is prohibited and shall be treated as such.

A. Legal Contraband:

1. If legal contraband arrives in an inmate's mail (i.e.; pens, watches, Polaroid photographs, postage stamps) the officer will confiscate the item(s). Inmates may be denied manuals or other publications that advocate anarchy or that threatens HOC security.
2. The confiscating officer will follow HOC procedures for adding the items to the inmate's property register and storing them. Receipts generated by the property clerk will be returned to the inmate.

B. Illegal Contraband:

1. If illegal contraband arrives in the mail, the officer will immediately notify their Lieutenant.=
2. The items will be confiscated and will be:
 - a. Disposed of if not evidence in a possible criminal investigation
 - b. Placed in an evidence bag if part of a criminal investigation.
 - c. An RMS report will be generated explaining type of contraband found and what was done with the contraband.
3. A determination will be made if a criminal investigation will be initiated.

Funds Received Through the Mail

- A. All general correspondence shall be opened by the correspondence officer and examined for money or contraband. Money found shall be removed, receipted, and credited to the inmate's account.
- B. The proper format for filling out a money receipt is on the front of each receipt book, along with what types of monies are accepted into an inmate's account. (Cash, money order, cashiers checks, etc.)
- C. Types of funds:
 1. Personal Checks - The officer will place all personal checks in the inmate's property. The officer will give receipts generated by the property clerk to the inmate.
 2. Money Orders, Cashier's Checks, Tax Return Checks, Veteran's Disability Checks, Social Security Checks - Social Security checks will be inventoried and given to the Shift Captain. The Captain will turn over the check to Inmate Accounts. If Inmate Accounts denies the check, the inmate must send the check out to a responsible party.

Returned Mail

- A. Mail returned to inmates for insufficient postage or incorrect addresses will be opened, inspected, and delivered as any other incoming mail.
- B. Staff must be alert for "reverse mail" where the inmate reverses the addresses and fails to put proper postage on it, knowing it will be returned. If such mail is found, proper discipline will be done and mail denied delivery.

Outgoing Mail

- A. All inmates shall be responsible for the control of their outgoing letters. Deliberate violations may result in a disciplinary report. Violations of postal laws may result in referral for prosecutor to appropriate authorities.
- B. Outgoing mail must include:
 - 1. The inmate's full name
 - 2. Inmate booking number
 - 3. Inmate housing assignment
 - 4. HOC, 8885 South 68th Street, Franklin, WI, 53132, in the upper left-hand corner of the envelope.
- C. Mail with gang related drawings or symbols on the envelope are prohibited.
- D. The 3rd shift officer will process the mail each night. The officer will enter each piece of outgoing mail into the BK08 screen before mail is secured in the South Lieutenants' office for mailing.
- E. Inmates incarcerated in the Milwaukee County House of Correction cannot send mail to other inmates housed in the House of Correction.

Indigent Inmates

- A. Indigent inmates may request and receive postage and stationery sufficient to send at least two letters per week. (Must submit an indigent request).
- B. Inmates showing a pattern of deposited money being used for commissary, phone cards, etc, followed by requests for indigent postage, shall be denied indigent postage.
- C. If inmate accounts does not find a pattern of spending and they have less than \$5.00 in their trust account, inmate accounts will allow indigent hygiene and/or indigent postage.
- D. Indigent postage consists of two (2) postage paid envelopes per week.

Restricted Correspondence

- A. At the request of a parent or guardian of a juvenile who corresponds with an inmate, the Corrections Manager shall terminate correspondence and notify the inmate of the decision.
- B. Correspondence may be disallowed because of its dangerous content or due to the inmate's failure to comply with correspondence rules and regulations, related to contraband, or restrictions imposed to maintain security, order, and rehabilitation. These restrictions constitute censorship and will only be used with the written approval of the Lieutenant, Captain, or higher rank.

Restricted Magazines, Newspapers or Periodicals

The mailroom officer shall retain any material meeting one or more of the following criteria and forward to the Captain for review:

- 1. The material contains instructions for the manufacturing of explosives, drugs or other unlawful substances.
- 2. The material advocates violence within the facility.
- 3. The material is of a type that demonstrably has caused violence or other serious disruption of facility security.
- 4. The material advocates racial, religious or national hatred in such a way so as to create a serious danger of violence in the facility.

5. The material is of a nature to encourage sexual behavior which is criminal and/or in violation of facility rules or detrimental to rehabilitation. Any material depicting nudity is prohibited.

Rejection of Mail

In any case where a item (incoming or outgoing) is totally or partially rejected, a written notice, signed by the official authorizing the rejection and stating the reasons, shall be provided to the sender and addressee, if the item is incoming. This will be done by using the Notification of Denied Mail form. A copy of this form will be given to the inmate and placed in the inmate's file in Records.

Envelopes

- A. All incoming general correspondence that arrives in any type of envelope will require that the contents be removed in the presence of the receiving inmate.
- B. The inmate will be given a chance to write down the return address of the sender.
- C. The envelope will be immediately confiscated and destroyed. At no time shall any inmate receive any envelope received from incoming general correspondence.

REVIEWED AND APPROVED:

Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: _____

**MILWAUKEE COUNTY HOUSE OF CORRECTION
ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES**

CHAPTER NO.: 6	SECTION NO.: 601	REVISION DATE: 11-02-2015
CHAPTER: INMATE DUE PROCESS		ORIGINAL ISSUE DATE: 12-04-1984
POLICY: Segregation		

POLICY

In accordance with Department of Corrections Standard 350.24 and 350.25: Inmates who require housing to ensure their safety, along with those who jeopardize the facility's safety and security or the safety of general population inmates, and those in need of disciplinary detention will be housed in segregation (A2, B2, or O2). The area will be operated as a maximum-security unit.

DEFINITIONS

HOC: House of Correction

AD SEG: Administration Segregation

FORMS

HOC-1163-1: Violation Report Form Statement of Charges – also serves as a reason for segregation

HOC-152: Inmate Dorm Property Inventory (Segregation)

PROCEDURES

1. Placement in Segregation

A Lieutenant or a Captain may place an inmate in segregation as provided for in Procedure #18 of this policy or pursuant to an order from a hearing examiner.

2. Documentation

A segregation order, HOC 1163-1 form, detailing the placement shall be prepared and forwarded to the shift Lieutenant, the affected inmate, and the segregation unit the inmate was transferred to.

3. Transferring the Inmate

- a. Inmates shall be brought into segregation with their rotor cards. Color-coded locator cards shall be attached to the rotor cards and will designate, at a glance, the reason for segregation. These cards shall denote the inmate's name, cell number as well as the transfer date out of the cell after his/her hearing.
- b. Immediately prior to placing the inmate in a cell, the cell should be searched and any damage or defacements shall be detailed on the inmate locator card. Any contraband discovered shall immediately be reported to the floor supervisor and an RMS report shall be written.
- c. When transferred to segregation, each inmate will be searched and clothing exchange will be performed. Each inmate is to receive a clean set (2) of blankets.
- d. All personal property must be obtained from the housing unit the inmate was removed from promptly, to avoid theft. Personal items not allowed in the area are to be forwarded to B2/O2 for placement in respective property rooms in those areas, along with a HOC-152 receipt.

4. Personal Property

The following personal property items will be allowed in segregation:

- a. Personal hygiene items (no bottles or lotions)
- b. One soft-covered Bible/Koran
- c. Legal/Professional paperwork
- d. Stamps/Stamped envelopes
- e. One tablet of paper (cardboard removed)

No other personal property will be allowed. Other than medically necessitated items (i.e., inhaler, Ensure, etc.), no glass or metal containers are allowed in the segregation cells. These items will remain at the Officer's desk and be given to the inmate on an "as needed" basis

5. Personal Hygiene

Inmates housed in segregation shall have the opportunity to maintain an acceptable level of personal hygiene. Those deemed as "Keep-In" will be allowed to shower on Thursdays and Sundays. All other segregation inmates will be allowed to shower on Tuesdays and Fridays.

The following personal hygiene items are allowed in the area.

- a. 1 bar of soap (no container)
- b. 1 tube of toothpaste
- c. 1 pair of shower shoes
- d. 1 small comb
- e. 1 container of deodorant

No other toiletry articles allowed.

6. Clothing and Bedding

Clean clothing will be provided on Tuesdays and Fridays. Clean blankets will be provided as needed or exchanged on a weekly basis.

7. Food Service

The officers assigned to segregation will distribute food trays and eating utensils. No inmate servers will be allowed. After allowing a reasonable timeframe for eating, the officers will collect and account for all trays, cups, milk cartons, plastic sandwich bags and eating utensils.

8. Canteen

Only personal hygiene items are allowed to be ordered while in Segregation. Canteen will be distributed to segregation unit inmates in A2/B2 on Wednesdays and on O2 on Tuesdays. If a segregation inmate attempts to order canteen items not allowed in segregation, his order will not be filled.

9. Correspondence

Inmates in Segregation are allowed legal correspondence only.

10. Visits

Professional visits shall be allowed. Inmates shall be placed in a waist restraint belt (RIPP system) prior to being escorted to the visiting area. Inmates will remain secured during the visit.

Personal visits are prohibited.

11. Exercise

All inmates in segregation, excluding anyone on a "Keep-In" status, shall receive one hour of recreation, five days per week, unless safety conditions dictate otherwise. All denials of recreation shall be documented (jail log).

12. Phone Calls

Inmates pending or serving disciplinary time will not be allowed telephone access. Telephone access to the inmate's legal representation will be given as requested.

13. Security

a. Assigned Personnel:

Inmates will not be placed into or removed from the secure area of a cell or bullpen unless there are a minimum of three officers present. All doors, both control boxes and both roll gates are to be secured at all times, except when in use.

b. Equipment

A "911" tool and case will be issued to each officer assigned to segregation and is to be kept on their person at all times. An additional "rescue" tool has been placed in A2, B2, and O2, and is to be kept in the lock box at the officer's desk.

c. Authorized Personnel

Only Relief officers, officers transferring incoming/outgoing segregation inmates, Supervisors, and Administrators are permitted in the area. All persons entering must be noted in the jail log. No porters or inmates from other housing areas are permitted in the area.

d. Searches and Shakedowns

At least once per week, searches or shakedowns will be conducted at irregular intervals.

e. Locator Cards

The original locator card shall have the following information: date of entry, time of entry, inmates name, cell or room number, condition of cell upon entry, and reason for entry into the segregation unit. The original locator card shall be maintained for the inmate's entire stay and shall be updated on each shift.

14. Transfer Within/Discharge from the Cellblock

The cellblock officer will inspect the cell, noting any damage since the inmate's placement into the cell. Should there be damage the inmate will be allowed to correct it. Should the inmate refuse, or otherwise fail to repair any damage or defacement, the segregation officer will notify the area Lieutenant, and then file a HOC-1163-1. The Lieutenant will determine if the inmate requires continuing assignment to the area.

15. Housekeeping and Sanitation

To assure the cleanliness of the area, each inmate will be required to maintain sanitary conditions as follows:

- a. Each inmate will be responsible for the cleanliness of his assigned cell. This includes the walls, floor, sink, toilet, and other property within the cell.

- b. The officer shall issue cleaning materials to each inmate. The inmate is responsible for properly using them, and then returning them to the officer.
- c. No curtains, screen, paper, cellophane, cardboard, etc. shall be hung in the cell, over light fixtures, or on doors of the cell.
- d. The officer will visually inspect each cell on a daily basis. Infractions will be reported to the area Lieutenant.
- e. The officer will verbally advise an inmate of unacceptable sanitation issues. If the inmate refuses to comply, the officer will issue written charges of misconduct.

16. Inspection Tours

- a. Each officer assigned to the segregation areas shall conduct and document no less than 16 tours per shift.
- b. Officers shall inspect each empty cell at the beginning of each shift and document, in the jail log, any contraband found in the cell or any maintenance issues needing attention.
- c. Each Lieutenant assigned to supervise the segregation area shall conduct and document no less than 1 tour per shift.

17. Placement Into O2 Segregation Unit

- a. Inmates who require special housing to ensure their safety and welfare, who are in need of special medical isolation or inmates pending or serving disciplinary detention shall be housed in the O2 segregation unit.
- b. Pursuant to an order from the HOC Psychologist, Psychiatric Social Worker, Physician, Registered Nurse, Lieutenant, or Captain can place an inmate into the O2 segregation unit on a Psychiatric Protective Custody status.
- c. Pursuant to an order from a Lieutenant, an order from the shift supervisor, or if pending disciplinary action an inmate may be placed into the O2 segregation unit.

18. Administrative Segregation / Investigation / Protective Custody

Periodically it will be necessary to segregate an individual or a group of inmates to ensure the safety and security of the institution. These inmates will be housed in Administrative Segregation and be subject to all maximum-security segregation procedures.

Three distinct types of Administrative Segregation exist. Placing an inmate into any of these categories will require the preparation and filing of a HOC-1163-1.

a. Administrative Segregation (Status 10)

An inmate may be placed into Administrative Segregation Status 10 when:

- i. The inmate poses a serious threat to life or property to themselves, other inmates, staff, or institutional security.
- ii. The inmate threatens the security and order of the jail.
- iii. The inmate inhibits a pending disciplinary, criminal or other investigation.
- iv. The inmate is a former escapee from the facility, or his/her conduct, criminal history, background, or actual/potential sentence makes it reasonable to conclude that he/she is a maximum-security inmate.
- v. Written order by a court official.

The shift Captain or above may place an inmate on an Administration Segregation. In the absence of a shift Captain, a Lieutenant may place an inmate on administrative confinement. The Lieutenant will then notify the Captain (or above) of the placement and have documentation on the reasoning available for the Captain to review. The review will be conducted within 24 hours and will include the inmate's classification status. Only the Captain (or higher official) placing the inmate on this status can remove the inmate from that status.

b. Investigative

An inmate may be placed in Administrative Segregation for purposes of an investigation. The shift Lieutenant or Captain may opt to investigate an inmate if he/she is suspected of a serious violation of institutional rules or when the inmate is pending an investigation of a criminal act.

- i. The person placing an inmate into the "Ad Seg." classification for a routine investigation shall be responsible for conducting the investigation or for assigning the task to the Criminal Investigations Unit. A staff member from the Criminal Investigations Unit, who is not personally involved, shall be assigned the investigative duties. All written reports, including the investigation results, will be forwarded to the shift Captain within 72 hours of placement of the inmate into "Ad Seg.". The Captain will review all documents and determine the disposition.
- ii. Should a critical incident investigation be necessary, the shift Lieutenant will forward all reports to the Captain before the end of that shift. The Captain and an Assistant Superintendent will review the reports and decide the scope of any ensuing investigation. All critical incident investigations will be turned over to an HOC investigations unit.

c. Protective Custody

This confinement status shall only be used when the continued presence of the inmate in general population poses a serious threat to the life or property of the inmate in question. Only a Lieutenant or above may invoke this status. This placement may be done after staff has determined it necessary.

d. Review of Status

Inmates shall be held in any form of Administrative Segregation only as long as the reason(s) for the initial placement remains valid. A designated Captain or an appointed staff member will review the status of each inmate placed into Administrative Segregation-Status 10, Protective Custody, and Psychiatric Protective Custody every seven days. Each review must be documented. Inmates shall be removed from Administrative Segregation when the reason(s) for placement ceases to exist.

REVIEWED AND APPROVED:

Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: _____

MILWAUKEE COUNTY HOUSE OF CORRECTION ADMINISTRATIVE MANUAL OF POLICIES & PROCEDURES		
CHAPTER NO.: 5	SECTION NO.: 512	REVISION DATE: 11-02-2015
CHAPTER: INMATE MANAGEMENT		ORIGINAL ISSUE DATE: 03-02-78
POLICY: Use of Restraints		

POLICY

In accordance with Department of Corrections Standard 350.23; it is the responsibility of the training officer to insure that all correctional personnel are thoroughly trained and familiarized in the proper application of all types of restraint equipment. Restraint equipment will be examined prior to application and removed immediately from inventory when discovered to be excessively worn or operating ineffectively. An inmate will be removed from restraints as soon as possible. Restraints will never be used for punishment and are not to be applied longer than necessary.

DEFINITIONS

HOC: House of Correction

C.E.R.T.: Correctional Emergency Response Team

RMS: Report Management System

Restraints: Any device authorized by the Superintendent that is used to control the movement of another person, such as handcuffs, leg irons, belly chains, Posey (four point) restraints, etc. Only those devices that are authorized by the Milwaukee County House of Correction will be allowed for use and include the following:

- Mechanical Restraints
- RIPP Escort Belt
- RIPP Restraint Bed System
- Restraint Chair (see Restraint Chair Policy)

FORMS

HOC-111: 15 Minute Watch Log

Behavioral Health Form

Restraint Documentation Form

USE OF RESTRAINTS

A. Restraints may be used to prevent escape during transfer; for medical reasons; or to prevent self-injury, injury to others, or property damage.

B. Restraints will be applied consistent with the techniques taught by the Training Academy.

C. ***Under no circumstances will physical force or restraints be used as punishment.***

TYPES OF RESTRAINTS - Restraints are divided into two categories:

A. Ambulatory Restraints:

1. "Ambulatory" restraints are those in which the inmate is allowed some freedom of movement. Examples of ambulatory restraints are handcuffs, belly chains, and RIPP escort belts.
2. Ambulatory restraints may be used in conjunction with leg restraints for escorting an inmate from one point to another. However, this type of escort should be done utilizing a wheelchair (if

available). If a wheelchair is not available, an officer will secure the inmate's arm to avoid the potential of the inmate tripping and being unable to protect him/herself from injury due to his/her hands being restrained.

3. The combination of hand and leg restraints may be used for inmate transportation by vehicle, but will not be used to restrain inmates who are not being closely, physically monitored.

B. Non-ambulatory (Full) Restraints:

1. "Non-ambulatory" also called "Full" restraints are those that permit an inmate relatively no freedom of movement. Full restraints restrict an inmate's movement by securing his/her arms and legs.
2. Inmates, in full restraints shall not be left unattended in cells. Therefore, inmates in full restraints will be assigned to a restraint bed or chair in O2.
3. Soft restraints may be used to protect the staff, the inmate and/or other inmates from injury. **At no time shall soft restraints be used as a means of punishment nor shall they be applied to an inmate's head and/or neck.**
4. Restraints may not restrict blood circulation, cause undue physical pain and/or discomfort, and should not aggravate any existing medical condition. Only HOC approved, commercially produced restraints may be used.
5. Restraints should be applied at the direction of the Captain or Medical Staff and under the supervision of the shift Lieutenant.

APPLICATION OF RESTRAINTS

Full restraints may be applied only in the following circumstances:

- When an inmate poses an imminent threat of physical injury to HOC staff and/or other inmates
- When an inmate poses an imminent threat of physical injury to him/herself

SUPERVISORY RESPONSIBILITIES

Captain:

The Captain will authorize the application (or removal) of full restraints. The decision to apply the restraints will be based on inmate behavior observed by HOC staff (Officers, nurses, and/or psychiatric social workers).

Lieutenant:

In an emergency situation, or if the Captain is unavailable, a Lieutenant may authorize the application and/or removal of full restraints.

The Lieutenant must personally observe the application (and removal) of the restraints. The Lieutenant will notify the Captain and the HSU nurse as soon as possible whenever soft restraints are applied or removed.

When possible, before soft restraints are applied the Lieutenant will:

- Review the inmate's locator card for occurrences of past aggressive behavior.
- Confer with the classification staff regarding any classification notations that may preclude the inmate from being placed in restraints.
- Consult with the medical staff for any further information regarding possible restraint restrictions.
- Explain the procedure to the inmate as it takes place. In an emergency the explanation may occur after the application of the restraints.

- Explain to the inmate what he/she must do in order to be released from the restraints. This explanation will include exactly what behavior the inmate must exhibit in order to be released from the restraints. For example, "Mr. Smith, if you stop banging your head against the wall, we will remove the restraints."
- Complete an RMS incident report.

Health Center Nurse:

The HSU nurse must evaluate and interview the inmate when soft restraints are applied or removed. The nurse will record the results of the evaluation in the inmate's health record.

MEDICAL EXCEPTIONS RESTRAINT APPLICATION

A Lieutenant should gain approval from the HSU nurse for the application of soft restraints when an inmate has a medical condition that may be complicated by their use.

However, in an emergency situation for the safety and security of the HOC, a Captain may authorize the application of soft restraints without prior approval from the nurse.

USE OF RESTRAINT BED

- Restraint beds are located in O2 and S6 exclusively.
- Each restraint bed must be equipped with a mattress.
- An officer participating in the application of the soft restraints will obtain approval from the Lieutenant / Captain.
- A minimum of four officers will apply the restraints according to the procedure taught by the Training Academy.
- The inmate's dignity will be maintained, to every extent possible, during the application of soft restraints.
- When the restraints have been applied, the officers will conduct a custodial search.
- The O2 or S6 Officer shall inform the Classification unit that the inmate has been placed in soft restraints.

RIPP BED AND RIPP CHAIR RESTRAINT APPLICATION

- No inmate shall be placed in or removed from special restraints except under the personal supervision of a Lieutenant.
- C.E.R.T. members will apply the restraints when practical.
- The shift Lieutenant or C.E.R.T. members shall carefully explain to the inmate exactly what is being done.
- When restraints have been applied, the medical staff shall be immediately notified and advised by the shift Lieutenant that an inmate has been placed in restraints. Such notification shall be entered on the 15-Minute Watch Log (HOC-111), which shall be maintained until the inmate is properly removed.

The medical staff shall arrange for an examination of the inmate in restraints at the earliest feasible time and make recommendations to the Lieutenant. If the Lieutenant and medical staff are in agreement, the recommended action shall be followed. If, however, the Lieutenant, medical or mental health staffs disagree with the removal of restraints, the Lieutenant shall contact the Captain.

- E. Observation must be made and recorded at intervals of not more than 15 minutes.
- F. At any time an inmate must be restrained in excess of four hours, a Captain will be notified.
- G. Individuals should be released from restraints sufficiently to perform bodily functions. At least three trained correctional staff and a supervisor shall be present when it is necessary to adjust restraints for the purpose of allowing the inmate to perform bodily functions.
- H. All provided care for the inmate in restraints shall be documented, to include a review process to determine how long the inmate shall remain in restraints.

POST APPLICATION

After soft restraints have been applied, the following procedures must be followed:

- A. A PSW must interview and evaluate the inmate as soon as possible.
- B. The HSU nurse must interview and evaluate the inmate as soon as possible.
- C. If chemical agents were used, the HSU nurse must flush out the inmate's eyes when it is safe to do so. (Officers will assist as needed).
- D. The PSW and the HSU nurse will record their observations on the Restraint Documentation form.
- E. The PSW and the HSU nurse will inform the Captain whether they feel the use of soft restraints was appropriate.
- F. The Captain may approve a recommendation to remove the restraints. However, the Captain may disapprove the recommendation and keep the inmate in restraints for the safety and security of the HOC staff.
- G. Officer inspections will be conducted according to HOC procedure every 15 minutes and shall be recorded on the Restraint Documentation form.
- H. HSU nurse inspections shall be conducted at least once every two hours. The nurse will document the time of the inspection along with any observations on the Restraint Documentation form.
- I. Lieutenants shall talk to the inmate and observe the inmate's behavior at the beginning of each shift. A Lieutenant must also observe the inmate at least two times during their shift at no less than two-hour intervals. All observations must be recorded on Restraint Documentation form.
- J. An officer or HSU nurse will check the inmate's circulation after the first half hour of application and every hour thereafter. To ensure that the restraint is secure and that circulation is not impaired, one finger should fit between the restraint and the inmate's wrists and ankles.
- K. If it is safe to do so, the officers will allow the inmate to use the toilet and/or have a drink of water every hour or as needed. A HSU nurse may be requested to assist with this.
- L. Unless specified by the HSU nurse, an inmate may receive meals after he/she is removed from the restraint bed.
- M. An inmate may not be restrained in soft restraints for more than 4 hours unless recommended by a licensed psychologist, psychiatrist, or PSW who has examined the inmate. Recommendations must be made in writing to the Captain. The Captain will decide whether or not the restraints will be removed.
- N. A minimum of three officers and a Lieutenant will be present to release any inmate. The area Officer will record these actions on the suicide watch/restraint form and the inmate's locator card.

O. The area Officer will notify classification when an Inmate is removed from soft restraints.

DOCUMENTATION

- A. The shift Lieutenant or officer who witnessed and approved the application of soft restraints will complete an RMS report and submit it to the approving Captain / Lieutenant.
- B. A 15-Minute Watch Log (HOC-111) shall be started immediately. Form shall be continued on each shift and a new form will begin at midnight on each day.
- C. A Behavioral Health Form

RESTRAINT DOCUMENTATION FORM

- A. The area Officer will begin a Restraint Documentation form.
- B. The area Officer, Lieutenant, HSU Nurse, or PSW will record subsequent observations on the Restraint Documentation form.
- C. The area Officer will record the time of each inspection by an officer and/or Lieutenant.
- D. Notations made on the Restraint Documentation form must be initialed by the person making the notation. Where appropriate, badge numbers will be used.
- E. All reports will be sent to the Captain for review.
- F. Additional documentation from HSU and the PSW will be available.

RIPP Maximum Restraint Backboard

- A. The RIPP Maximum Restraint Backboard is for use in transporting combative, out-of-control inmates from one location to another. A gurney will be available for use in conjunction with the restraint backboard.
- B. The three primary benefits of the use of the restraint backboard are:
 - 1. Minimize staff and inmate falling injuries
 - 2. Minimize staff lifting injuries
 - 3. Minimize secondary use of force situations
- C. A Lieutenant or above must authorize the use of the restraint backboard.
- D. Inmates may not be left unsupervised on the restraint backboard.
- E. A sufficient number of officers (usually eight) should be utilized when moving inmates on the restraint backboard.

SPIT NET PROCEDURES

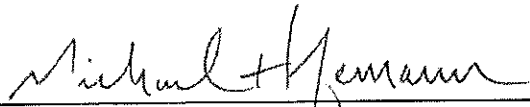
- A. Spit nets will be placed throughout the HOC to deal with the biohazard issues raised by an Inmate who is spitting during escort procedures.
- B. Training will be provided in their use that will include the following information:
 - 1. Spit nets are designed for one-time use and must be disposed of properly.
 - 2. Spit nets are designed for temporary use during prisoner escort. They must be removed before an inmate is left alone in a cell or other holding area.
 - 3. Additional Spit masks can be located in the HOC Lieutenants' Office

4. **How to Put On:** Spit nets are to be placed over the head with the solid blue shield in front. The long strings are hooked around the armpits and fed through the loops located on the back of the spit net. The long strings are then tied in a bow on the subject's back.
5. **Dealing with Biting Inmates:** Since the spit net is a cloth mesh unit, inmates who are attempting to bite may have to be stabilized with the appropriate techniques such as "securing the head".
6. **Replacements:** Special Assignment Officers will have additional replacement spit masks and will reorder them as necessary.

RESTRAINT USEAGE:

- A. Mechanical Restraints will be properly applied on all inmates when movement is required outside the facility.
- B. The RIPP Escort Belt will be placed on all inmates in segregation before they are escorted inside the facility; e.g., professional visit, medical care, etc.
- C. RIPP Restraint Bed System: will be used only by direction and approval of a Captain or Medical Staff. The restraint bed will be utilized whenever the situation suggests, in the absence of its use, the inmate will be uncontrollable and will likely inflict injury to him or herself, inflict injury to others, or cause substantial property damage.
- D. RIPP Chair: will be used only by direction and approval of a Lieutenant or above. The restraint chair will be utilized whenever the situation suggests, in the absence of its use, the inmate will be uncontrollable and will likely inflict injury to him or herself, inflict injury to others, or cause substantial property damage.
- E. When an inmate is mechanically restrained for non-routine purposes, an RMS report must be completed by the end of the shift unless authorized by the Superintendent or his / her designee. Documentation shall include the reason for use, duration of use, and corresponding wellness checks.
- F. Inmates in A2, B2, and O2 (the disciplinary housing units), shall be placed in RIPP Escort Belts prior to being evaluated and treated by HSU staff. This procedure shall be followed every time medical care is provided to inmates in A2, B2, and O2 in order to ensure security for the Health Care Worker.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent
Milwaukee County House of Correction

Signature Date: 11/22/2014



MILWAUKEE COUNTY HOUSE OF CORRECTION
INTER-OFFICE COMMUNICATION



DATE: March 11, 2016
TO: Captains and Lieutenants and Officers
FROM: Gregory Bacon, Captain
SUBJECT: New Ségrégation Unit Protocol

Today, we experienced an incident in which an inmate had executed a pre-planned method of getting past the Correctional Officer that was letting him out to shower.

The inmate violently and without warning pushed the door (O2-05) into the O2 CO while that CO was opening the door and starting to take the key out. The CO was immediately pinned between the wall and the door. The inmate fled out of the sub-pod and the sub-pod entrance (a total of 3 doors). He fled down the hall from O2 and was stopped near the entrance to North Recreation. The CO monitoring movement to recreation drew his taser and held the inmate at bay until additional staff arrived.

The inmate then became resistive while being handcuffed, managed to stand up and was subsequently tased by a Lieutenant. Inmate was then placed in a Restraint Chair for his safety and the safety of those around him. We had a good outcome in a bad situation.

**Inmates have all day to plan mayhem against staff.
Presumed compliance and complacency coupled with an inmate's pre-planned
method of creating havoc usually ends up with a bad outcome.**

EFFECTIVE IMMEDIATELY:

Any time any inmate is to enter or exit a cell in segregation, and an officer is required to manually open the door, a minimum of two officers must be present. One by the cell door and a second by the next door leading into the segregation unit. Both officers should be at a Ready Stance ready to act and focusing on possible threats. Ensure you are communicating with the inmate (ordering him to the back of his cell, showing you his hands etc.)

The number of officers (two or more) shall be based on a Tactical Evaluation consisting of a Threat Assessment made by officers involved, information obtained from classification, Officer/Subject Factors, Special Circumstances and Disciplinary History, or at the direction of a supervisor. If you feel something is up you are probably correct, so STOP, Re-Evaluate, and Continue when all is safe.

Again, any time any inmate is to enter or exit a cell in segregation, and an officer is required to manually open the door, a minimum of two officers must be present.