

# Milwaukee County Office of The Sheriff

Field Training Officer Program  
DETENTION SERVICES BUREAU  
Milwaukee County Jail




**Sheriff Denita R. Ball**



Milwaukee County Sheriff's Office – Field Training Program

<u>Contents</u>	<u>Page</u>
Introduction	
FTO Program Policy / Procedure	8
Standard Evaluation Guidelines	5
Office of the Sheriff Standard Evaluation Guidelines	5
Remedial Extension Procedure	9
Emergency Procedures	9
10 Codes	12
General and Special Housing Units Descriptions	12
Keep Separates	14
Housing Unit Procedures 1 <sup>st</sup> shift, General Housing	14
Housing Unit Procedures 2 <sup>nd</sup> Shift, General Housing	20
Housing Unit 3D Occupant Worker Pod	26
Housing Unit 4A Indirect Supervision	27
Housing Unit 4B Indirect Supervision	32
Special Medical Unit	32
Clinic	35
Special Management Team	37
Special Needs (SNC) 1 <sup>st</sup> 2 <sup>nd</sup> Shifts	40
Suicide Watch	43
Responding to Pulled Sprinkler Head in Special Needs	45
Responding to a Biohazard in Special Needs	46

Milwaukee County Sheriff's Office – Field Training Program



Responding to a Flooding Cell in Special Needs	46
Responding to a Duress Alarm in Special Needs	46
Special Management Pod 4C 1 <sup>st</sup> /2 <sup>nd</sup> Shifts	47
Disciplinary Housing Unit 4D 1 <sup>st</sup> Shift	53
Disciplinary Housing Unit 4D 2 <sup>nd</sup> Shift	54
Disciplinary Housing Unit 4D 3 <sup>rd</sup> Shift	55
Booking	56
Search	57
Pre-Book	58
Fingerprint Officer	59
Photo ID	59
Male Changeover	60
Female Changeover	61
Floor Control	62
Transfers/New Bookings/Releases	63
Occupant Handbook	64
Policies and Procedures	72
Policy-Sexual Harassment	73
Policy-Sick Leave Absenteeism	74
Sick Call Procedure	76
Policy-Use of Force	77
Searching	78
Military Courtesies	79



MILWAUKEE COUNTY OFFICE OF THE SHERIFF  
FIELD TRAINING EVALUATION PROGRAM

Introduction:

Welcome to the Milwaukee County Office of the Sheriff Basic Jail Officer Training established by the Law Enforcement Standards Board. The training program consists of 200 hours of correctional academy training with an additional 2 weeks of field training supervised by a Field Training Officer. It is designed to assist the trainee in completing the training segment by exposing the Trainee to actual field interaction.

The Field Training Officer will complete a Daily Observation report. The Standard Evaluation Guidelines (SEG) will provide an objective evaluation of the trainee's skill level daily. The supervisor of the training program will speak with the current FTO and will review the paperwork at the end of the training period. The supervisor will recommend that the trainee will either pass the training, enter remedial training, or is not responding to the Basic Jail Officer Training. If the supervisor and the FTO determine that the trainee is not responding to training, the supervisor will then recommend a review of the paperwork with the Shift Commander, Captain, or the Assistant Jail Commander.

At the completion of each phase, the trainee will evaluate their assigned Field Training Officer and the Field Training Program. This will not only assist the Field Training Officer with their development as a trainer, but also offer a critique of the Field Training Program for future improvements.

Remember, the Field Training Evaluation program is designed to assist you in completing this 2-week phase of training and to ensure that you are provided the opportunity to succeed as a solo operating Correctional Officer. At the Milwaukee County Sheriff's Office, our mission is to achieve a consistent level of excellence, *Performance matters here.*

NAME: \_\_\_\_\_

FTO: \_\_\_\_\_

Milwaukee County Sheriff's Office – Field Training Program

POLICY/PROCEDURE

Subject: Correctional Training and Evaluation Program  
Detention Service Bureau

Date Effective  
02/20/2020

**PURPOSE:** The Milwaukee County Office of the Sheriffs' Correctional Field Training Program is an extension of the Correctional Officer selection process that combines academy training, pre-field training with objective evaluations in order to ensure that standards of a competent Corrections Officer is met. To establish a Correctional Field Training Program and a chain of command. To develop and maintain a training manual outlining the field training program and bureau procedures. To introduce the trainee to the daily operations of the agency, help clarify agency performance expectations, provide objective assessment of the trainees' strengths and weaknesses. To provide an opportunity for the trainee to apply acquired skills knowledge.

**GOAL:** The primary goal of the Correctional Field Training Program is to specifically prepare the trainee to perform the duties and responsibilities of a fully functional solo operating uniformed officer.

**DEFINITIONS:** Sheriffs Designee – As determined by the Sheriff.  
The administrator holds full authority to terminate a trainee during or after training.

FTO Coordinator – Lieutenant of Training and Planning – The Supervision responsible for the overall operation of the Correctional Training and Evaluation Program.

Correctional Training Officer (FTO) – An officer who has received training and/or instruction of the training and evaluation.

Milwaukee County Sheriff's Office – Field Training Program

POLICY/PROCEDURE

Subject:  
Correctional Training and Evaluation Program  
Detention Service Bureau

Date Effective  
02/20/2020

ORGANIZATIONAL STRUCTURE:

Field Training and Evaluation Program

1. The designated FTO Coordinator will sit as supervision of the field training officer
2. The FTEP Coordinator and FTOs shall be a part of the unit program
3. The FTO Coordinator will be responsible for the general operation of the FTO Program and maintaining the FTO manual. The manual shall serve as procedure for the operation of Field Training Program.
4. The FTO Coordinator will develop directives and procedures concerning the operation of the FTO Program. Final authorization of any procedure or policy drafted shall be authorized by the Jail Commander or Jail Assistant Commander.
5. The FTO Coordinator shall select officers to be FTOs
6. The FTO Coordinator shall make recommendations to the Shift Commander, Assistant Jail commander, or Jail Commander of extension of training, termination or retention of the probationary officer.

FTO Coordinator:

1. Shall be the Lieutenant of Training and Planning and hold the responsibility for the operation of the FTO program and FTO's, unless otherwise designated by the Assistant Jail Commander or Jail commander.
2. Shall be responsible for the general control, evaluation and operation of the Correctional Training Program. Shall be tasked with the monitoring of the FTOs and all probationary correctional officers for the duration of their training period. The FTO Coordinator may assign an FTO to be responsible for the probationary correctional officer for the duration of their training period to include all evaluations.
3. After the phase training, the Coordinator will be responsible for submitting a bi-weekly summary report of their trainee. This evaluation time line may be altered based on the probationer's skill and performance level. During Phase Training, the FTOs and FTO coordinator (s) will have input on standards met.
4. The FTOs will submit a daily observation report and provide an improvement plan if needed for the recruit in order to assist the recruit in elevating their knowledge and skill level. FTO coordinator will review all paperwork.

## Milwaukee County Sheriff's Office – Field Training Program

5. The FTO Coordinator will hold the responsibility of evaluating instructional techniques and submit any requests for policy changes when necessary.
6. Shall assign each recruit to an FTO for phase training. The FTO Coordinator will discuss a training schedule to the scheduling Lieutenant for phase training.
7. Shall supervise the training of recruit officers on the assigned shift.

### Correctional Field Training Officer:

1. FTOs shall be selected by the FTO Coordinator
2. Formal FTO training consistent with The Milwaukee County Office of the Sheriff FTO program.
3. Shall be responsible for the training and evaluation of the probationary officer assigned to them.
4. Shall follow guidelines and procedures outlined in the Field Training Program Manual.
5. Shall attend various training sessions and scheduled meetings to improve knowledge and skills to enable continuous improvement of the FTO Program.
5. Shall have a minimum of 6 months experience as a full time Corrections Officer and has successfully completed jailor training. Upon special circumstances the FTO Coordinator, Shift Commander, Assistant Jail Commander or Jail Commander may designate an officer with less experience with consideration of the officer's prior corrections or law enforcement experience and training.
7. Shall maintain a satisfactory attendance record and have received satisfactory evaluations.
8. Shall be released from FTO assignment/duty as follows:
  - a. Upon termination of employment.
  - b. At the discretion of the FTO Coordinator and/or Jail Commander assistant.
  - c. At the request of the FTO and the approval of the Shift Commander.

## Milwaukee County Sheriff's Office – Field Training Program

### Meetings

1. FTO meetings shall be scheduled by the FTO Coordinator.
2. FTO meetings shall be required at the beginning and end of each phase of training.

### Trainee Officer Assignment:

1. Trainee officers shall be assigned to the Milwaukee County Detention Service Bureau, unless otherwise ordered.
2. Each trainee shall be assigned to an FTO for phase training by the FTO Coordinator.
3. Each trainee shall be issued a Field Training manual and will follow the course training as outlined.

### Extension Training/ remedial training:

1. Officers who have been absent from duty for a period of 180 calendar days or more shall be assigned to an FTO for additional training. The FTO sign off list will be covered during this period to ensure the officer returning to the bureau is current with policies and procedures and demonstrates the ability to function as a solo officer.
2. During the FTO assignment period, FTOs shall complete a DOR for the trainee's skill level, progress, competencies and deficiencies.
3. The FTOs function is to re-familiarize the returning officer and update information.
4. Re-qualification and certifications, if necessary, will be scheduled and conducted by The Office of the Sheriff Training Academy.
5. DOR's of performance levels will be submitted by the FTO Coordinator and to the shift captain.



## PROCEDURES

### Emergency Procedure

Fire/Smoke The housing unit officer must call a Fire/smoke alarm from the location it occurs. If Master Control receives the alarm first, the Master Control Officer will dispatch the call over the radio and all available officers will respond.

**Housing Unit Officer Duties:** If the housing unit officer calls the Fire, he/she will advise the connecting housing unit that he/she has an active smoke/fire and Occupants will be exiting through gymnasium to said housing unit's dayroom. The connecting housing unit shall lock in their Occupants. All Occupants in the affected housing unit are to exit immediately through the gym into the adjoining housing unit. The officer will be responsible for bringing the occupant tier cards and Housing Unit Roster. Once the housing unit is evacuated, the housing unit officer will conduct a count of all Occupants, which were evacuated to the adjoining housing unit. If the count is not accurate the housing unit officer must advise responding officers so that a search may be conducted. Responding staff will complete a sweep of the area to locate missing Occupants.

**Evacuation (Defend in Place):** If the alarm is verified to be a valid fire/smoke alarm the Duty Captain will advise if Occupants are to be evacuated further such as another floor. Once the affected housing unit has been cleared and deemed safe by the Duty Captain, the Occupants may return to their cells.

**NOTE: IF YOU HAVE A SMOKE FILLED ENVIRONMENT, DO NOT INITIATE A SEARCH WITHOUT WEARING A SCBA UNIT AND HAVING A PARTNER PRESENT.**

**Floor Officer Duties:** Initial responding officers will be designated "fire officers". Officers that respond with SCBA's must radio that they are in route with the SCBA equipment, AED, fire extinguisher, and flashlight. The floor supervisor shall clear the fire call when the situation has been resolved.

**Note:** Multiple SCBA's are located on each floor across from the floor control. There are units located on EVERY floor.

The following are the appropriate procedures for a fire emergency situation:

- a. Radio "Master Control, housing unit 3A has a fire on the upper tier cell 36.
- b. Determine if you can extinguish the fire or is there a need to evacuate the Occupants.
- c. A supervisor will determine if the housing unit has to be evacuated further.
- d. Notify Master Control and the designated housing unit for the evacuation.
- e. Fire officers will be in route with SCBA's, fire extinguisher, flashlight, and AED.
- f. During the evacuation take the Occupant tier cards and housing unit roster.

Milwaukee County Sheriff's Office – Field Training Program

- g. Occupants will be seated in the dayroom or gym of the housing unit, which they were moved to.
- h. Conduct a physical count of your Occupants. The housing unit to which the evacuated Occupants are directed to, will order their Occupants to lock in during the emergency. The two housing units must not mingle or have contact. Keep separates may be present between the housing units.



**Medical Emergency:** When the officer becomes aware of a medical emergency, he/she must first have all Occupants lock in. The officer shall radio "3A to Master Control, I have a medical emergency. Master Control will state, "What is the nature of your medical emergency?" You will notify the nature of the emergency. Example: "Occupant complaining of chest pains", or "Occupant having possible seizure." Master Control will ask you if the housing unit is locking in.

**\*\*\*\*Do not approach Occupant until you have assistance, Stay by your desk \*\*\*\***

Note: AED's are located at each floor control post, booking, and the Clinic.

The following are the appropriate procedures for calling a medical emergency:

- a. Lock in housing unit.
- b. Announce medical emergency and nature of the emergency.
- c. Remain behind officer's desk and wait for backup.
- d. Ensure that responding officers check each cell door to verify that all cell doors are secured.
- e. Note it in the CMS: time of emergency, Occupant name and booking number, and responding staff and medical staff.
- f. Complete a written RMS report after emergency is cleared and submit it to your supervisor. **(USE SPELL CHECK!!!!!!)**



**Physical Altercation/Fighting:** When a physical altercation occurs, radio "5C to Master Control, I have two Occupants fighting." If there are more than two, then state, "...multiple Occupants fighting", and the location in the housing unit or area where they are fighting. Example: Multiple Occupants fighting in the dayroom area. This alerts the responding Officers to take precaution before entering the area. You must lock your housing unit in immediately. Example: "Lock in, Lock in, go to your cells." If any Occupant refuses to lock in, or if they are slow to lock in, or if Occupants gather around the Occupants who are fighting, they will be considered "involved" and will be placed on disciplinary status. Notify responding officers via radio that Occupants are slow to lock in. Observe the fight, who hit who, how, where and how many times.

## Milwaukee County Sheriff's Office – Field Training Program

The following are the appropriate procedures for calling an Occupant fight:

- a. Fight occurs.
- b. Lock in housing unit, turn off your phones and Tv's.
- c. Radio Master Control "2 Occupants fighting in 5A, in the dayroom. (Always stay behind your desk)
- d. Advise Master Control if housing unit is locked in or slow to lock in (advise if bio-hazard is required).
- e. Observe who struck who and how (remember the 5 questions: Who, When, Where, How and Why). Be specific. For example: Occupant John Doe struck Occupant Sam Jones with a closed right fist five times to the head.
- f. Note time of incident, when officers arrive, and who the officers were.
- g. Officer must pack up Occupant's property once situation has been cleared and before pod reopens.
- h. Officer must attach CMS booking sheet to packed property and take property to 4D property room
- i. Adjust housing unit pod sheet.
- j. Complete incident report on RMS and rules violation before the end of your shift and submit it to your supervisor for signatures. (USE SPELL CHECK!!!!!!)

Note: Biohazard kits are located in the biohazard closet, 2<sup>nd</sup> floor outside vestibule across from the roll call room. Biohazard kits must be used to clean up blood or any other bodily fluid.

**Correctional Emergency Response Team-CERT Call/10-90 code:** When a housing unit has multiple disruptive Occupants or an Occupant in a cell that is uncooperative and a cell extraction is needed, the **On-Duty Captain** may order a 10-90 call up (CERT). All housing units on the floor which has a 10-90 taking place should be locked in until the completion of the call. Other available floor officers will respond to assist. The CERT members will respond in full tactical gear, helmets/face shields, batons, pads and OC spray. The on-Duty Captain shall be responsible for directing the CERT and other responding floor officers.

Note: If a CERT member is assigned to a pod, the housing unit will lock in and floor control will monitor pod until a relief officer arrives.

**All-Call/10-33 Emergency:** An All-Call is when a supervisor needs additional officers to assist with a combative, non-compliant Occupant/s, or major emergency that needs additional officers. All available staff on the floor will respond to this call. In addition, pod officers will lock Housing Units in and respond also.

Milwaukee County Sheriff's Office – Field Training Program

**10 Codes:** Plain language should be used in all radio transmissions. These are basic codes that were used previously:

10-2	Transmission clear	10-22	Come to
10-3	I understand	10-33	Major Emergency
10-4	Copy	10-70	Fire/Smoke
10-6	Busy	10-76	False Alarm
10-7	Break	10-90	CERT call
10-9	Repeat		
10-12	Visit		
10-20	Location		
10-21	Call		

**General and Special Housing Units Descriptions:**



General population (GP) is a general direct supervision-housing unit, which houses up to 64 male or female Occupants. Occupants are classified before being assigned to their housing unit.

Special Needs/Special Management (SMT) is an in-direct supervision special needs housing unit for Occupants that cannot function at a level of normalcy in general population due to mental, physical, or other impairments as deemed and ordered by the psychiatric staff. This housing unit usually houses Occupants with the most critical of mental health issues.


RIPP bed cells are used for Occupants in crisis that must be restrained for the Occupants protection during a mental health crisis. There are three RIPP cells in the Special Needs housing unit. The assigned officer of this area shall check the Occupant every 15 minutes. If it is a psych issue, a doctor must give the order to release the Occupant from restraints.

4B Sub pod B can be used for General population housing

4B Sub pod A (Transition housing or discipline overflow unit from 4D) is partially used for Occupants transitioning out of 4D discipline, SMT, PC and GPR Occupants.




4D Disciplinary Unit is a disciplinary housing unit that houses male Occupants that will not conform to Occupant rules of the Milwaukee County Jail. Occupants in 4D have usually been involved in a physical altercation, criminal history indicates they are battery to law enforcement, or have severe or repeated disciplinary issues. Anytime a cell door is opened in 4D for an Occupant, there must be a minimum of two (2) officers present and the Occupant must be placed in RIPP belt restraints. 4D will also house Male Protective Custody (PC) Occupants.



4A will house female general population and female disciplinary Occupants who will not conform to the Occupant rules of the Milwaukee County Jail. Female Special Management (SMT).

3D is a direct supervision male Occupant worker pod. This housing unit houses kitchen workers, floor cleaning, inventory/supply drop and biohazard clean-up crew. Be advised although Occupants assigned to this housing unit must pass a stringent background. However, they are not special nor are they to be considered “trustees”. They are first and foremost, Occupants.



RIPP bed cells are used for Occupants in crisis that must be restrained for the Occupant's protection during the crisis. There are three RIPP cells in the Special Needs housing unit. The assigned officer of this area shall check the Occupant who is on watch, every 15 minutes. If it is a psych issue, a PSW may give the order to release the Occupant from restraints, but only a doctor may review and terminate a suicide watch.

### Keep Separates:

Keep separates are Occupants that cannot be housed or be in contact with each other, either due to the nature of their case, or an altercation within the facility.

- a. Occupants that cannot be housed together if they are co-defendants of the same case, fighting in a housing unit, or gang related differences, or court ordered etc.
- b. On the tier card and Occupant wristband it will say “K/S” or Keep Separate, highlighted in green with information of the Occupant he/she is to be kept separate from.
- c. **Keep Separate Occupants may not be transported together or placed in the same waiting area for court proceedings.**

**General Population with Restrictions, (GPRs):**

GPRs are Occupants who have court ordered restrictions such as phone usage, sending/receiving mail and receiving personal visits (**This does not include professional visits**). These Occupants are usually housed in 4A/4B/4D indirect supervision.

**Housing Unit Procedures 1<sup>st</sup> Shift General Population:**

General population housing units are for Occupants that are not in a discipline unit, special needs unit, or in protective custody. A general housing unit can house up to 64 Occupants. Housing Units - 3A, 3B, 3C, 5A, 5B, 5C, 5D, 6A, 6B, 6C, and 6D are considered General Population.

**A. Assume Post:**

1. Attend roll call 0600 hours.
2. Pick up a radio and a taser from radio room. (**Radios will be assigned as well as tasers; tasers will be assigned only if officer has been properly trained**).
3. Print housing unit pod sheet on floor control.


**B. Retrieve keys, mail from assigned boxes in roll call:**

1. Brief by floor control. The floor control officer will inform you of anything out of the norm or problems/concerns that were addressed.
2. Sign into your computer and open CMS.

**C. Conduct initial / Formal count/Facial recognition:**

1. Utilizing the Housing Unit pod and your tier Cards, complete an inspection of each Occupant in each cell. Look for security issues and ensure the Occupants do not show signs of physical distress. (**Make sure you swipe your Schlage card as you complete your inspection pull on each cell door to ensure it is secure.**)
2. Using the fire equipment inventory checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.
3. Check sharps drawer and verify all items are accounted for. Ensure each razor has a blade and has not been tampered with.
4. Open officer's bathroom door.
5. Check and log Housing Unit inventory in CMS. (**This includes checking and logging you janitor's closets and supply room.**)
6. Announce to all Occupants that a formal inspection will begin.


Milwaukee County Sheriff's Office – Field Training Program

- 
7. Occupants are to be lined up outside their cells and remain quiet during count. (**Occupants are not to roam from their cell door during count**).
  8. Perform facial recognition with tier cards (**Note any missing or damaged wristbands, complete wristband order**).
  9. Reconcile count. Verify the pod sheet to tier cards and Occupancy Overview in CMS. Verify every Occupant is the correct Occupant in the correct cell.
    - o When Master Control announces “CJF count begins”, call classification with your count.

If Occupant does not exit cell, he/she will be on lock in for a designated time issued by the Housing Unit officer.


D. Expectations:

Give Occupants expectations of the shift. Example;

- 
- No walking laps in the housing unit
  - Four Occupants at a day room table
  - **DO NOT cross the red line into the safety zone**
  - Noise level must be kept to a minimal
  - Cell lights must remain on during dayroom hours
  - Occupants must be in full jail uniform.
  - No horseplay
  - All Occupants must remain out from under their linen between 0700 and 2145 hours
  - All Occupants will sit on their beds during med pass. (**No one is to be in the dayroom.**)
  - When ordered to lock in, LOCK IN
  - Games at the first six tables closest to the officer's desk
  - No chairs allowed in the TV area
  - Beds **MUST** be made properly by next inspection and must remain made between 0700 and 2145 hours or you will be locked in

Announce Fight Policy/Flood/Graffiti Policy:

Fight/ Flood/ Graffiti Policy: No fighting, No flooding, No graffiti. Any Occupant that participates in a physical altercation will be placed in disciplinary housing may lose good day privilege pending a hearing, and their case may be reviewed by DA's Office. A housing unit can be locked in until a proper investigation or thorough interviews are completed by CJF Classification Officers or the Milwaukee County Sheriff's Office CID.

- 
- Occupants are not allowed to cross the red line. Crossing the redline could be considered an act of aggression towards the officer.

Milwaukee County Sheriff's Office – Field Training Program

- No walking around in the day room
- No cell visiting
- No touching the television to adjust volume control or channel change
- No standing in cell door ways
- Beds must be made
- When ordered to lock in, you must lock in (45 Seconds).
- Do not touch the Officers desk.
- Housing unit officer will advise the housing unit when to approach the officer's desk to address any questions or concerns
- 4 Occupants to a table
- You must be standing while on the phone (special circumstances will be considered).
- Do not approach supervisors that enter the housing units any questions should be directed to the housing unit officer ahead of time.
- During med pass everyone should be seated on their beds unless they are receiving meds.

(Noise level should remain low or progressive discipline will follow).

Log the fight expectation in your CMS when you give them. **(This must be announced to the housing unit upon opening your housing unit at the beginning of the shift)**

Any Occupant flooding their cell will be locked in for a period of 23 hours and will be escorted to 4D pending a discipline incident to be deliberate and of great enough extent.

All Occupants will be held accountable for graffiti located in their cells. All Occupants will thoroughly clean their cells prior to being reassigned or leaving the facility. If observed defacing county property or if graffiti is discovered inside a cell that has been properly cleaned, the Occupant (s) assigned to that cell will receive a violation for code J203 – defacing county property. For violation hearing purposes, Graffiti will be considered destruction of county property or a class III Violation with: a minimum of 3 days of discipline time.

**E. Breakfast Service 0730:**



Milwaukee County Sheriff's Office – Field Training Program

1. Housing unit workers start breakfast service set up. **(Occupants remain in the cells till mealtime.)**
2. Count trays and enter count in CMS.
3. Announce "Breakfast, line up outside cells."
4. Call one tier row down at a time. Stand by housing unit workers and mark off each Occupant on Housing Unit pod sheet by wristband as he/she receives tray.
5. Note any refusals to eat in CMS and on the tier card **(All meal refusals must be stated to the officer directly).**
6. Flash pod lights to signal Occupants to return to their cells and stand next to cell door. **(Occupants must line up after meals.)**
7. Count each returned tray. Tray in/out count should match.
8. Once Occupants have returned to their cell doors, have pod workers clean. Each Occupant shall be provided the opportunity to clean out his or her cell and mop. Leave only 1 cell on top and 1 cell on bottom tier open at a time for clean up. **(Cell cleaning is a mandatory procedure that must be completed on a daily basis. NO EXCEPTIONS!)**

F. Prescribed Medication Pass: AM/Noon-0800/1200:

1. Announce medication pass "Close down housing unit dayroom". All **(Occupants should be seated on their bunks) (There is NO roaming during med pass.)**
2. Enter the nurse's name that is conducting medication pass into CMS.
3. Occupants are to bring a full cup of water to med pass line. **(Occupants may not use the dayroom sink to fill their cups.)**
4. Remain next to the nurse as they conduct med pass. **(Med carts should be rolled where Occupants will not cross red line and are still in view of the camera.)**
5. Do not allow Occupants to listen to radio or have anything on their person while receiving medication.
  - a. Occupant's approach one at a time.
  - b. Occupant s should never be behind nurse's cart.
  - c. There is not any talking allowed while Occupant s are in line.
6. After nurse dispenses medication, watch Occupant hands carefully to ensure medication has not been palmed.
7. Check the Occupant s' hands, inside mouth, and under tongue to ensure medication has not been "cheeked" or was not spit into their cup.
8. If an Occupant refuses medication pass, log the refusal in the CMS and on the Occupant s' tier card.
9. All Occupant s are to remain quiet in their cells until medication pass is complete.

**NOTE: The Gym shall be closed and locked. TVs and phones should be off during medication pass.**

**G. Cell Inspection:**

1. Use caution when conducting cell inspections. Ensure that there are not any Occupants near the cell that you are inspecting.
2. Look into cell and observe if: bed is made, any excess items or contraband is present.
3. Use your Schlage card and scan reader at each location, **(2 per Pod)**.

**NOTE: Housing unit inspections must be completed every ½ hour at IRREGUAL intervals. Make sure you are looking into the cells as you complete an inspection, do not rush by.**

**H. Contraband:**

Contraband consists of but is not limited to; pens, markers, any food items not bought from canteen, extra linen, extra clothing, sporks, items in excess of what is allowed, any item which has been altered that was purchased on canteen, anything possessed by the Occupant which is not ordered from canteen.

The following items are **NOT** allowed in cells:

1. Shoelaces
2. Non-Commissary foods **(1 piece of fruit is ok)**
3. Photos stuck to walls or beds etc.
4. Excess linen **(more then 1 extra outfit/more than 1 blanket and 2 sheets)**
5. Empty soda bottles or food packages
6. Plastic bags of any size
7. More than 5 of each book, and magazines
8. More than 5 pieces of personal mail
9. More then 2 pairs of shoes
10. More than 1 mattress (unless authorized by medical)
11. Items stuck to walls or windows **(including photos, magazine pictures, calendars etc.)**
12. Items altered from their intended purchase **(contraband)**
13. Graffiti
14. Cleaning supplies and chemicals

**I. Complete Daily Operational Forms:**

- Maintain housing unit pod sheet. Note issues such as keep separates, Lock-ins and Pod Workers **(2)**

**J. General Housing Unit Supervision:**

## Milwaukee County Sheriff's Office – Field Training Program

1. Housing Unit closes after breakfast until cleaning is completed.
2. Inspect Housing Unit every half hour at irregular intervals. Be sure to look for contraband as you tour your housing unit.
3. Constantly observe Occupant s, watch for any unusual activity within the housing unit.
4. Occupant s should not gather in groups. Do not let them conduct prayer groups or hold hands.
5. Occupant s shall be seated when in the dayroom, 4 to a table.
6. Log each inspection, noting contraband or unusual activity. Be sure to notify your supervisor if necessary.
7. Use progressive discipline. **(Do not jump straight to 23-hour lock ins.)**
8. Cell lights must remain on during dayroom hours.
9. Maintain TV volume at low level. Occupant s may not touch the TVs or remotes at any time.
10. Occupant s are not to visit at other Occupant's cell doorways.
11. Appropriate noise level must be maintained at all times.
12. Occupant s must stand while using the phone.
13. Beds are to be made properly between the hours of 0700 to 2145 hours.
14. Occupant s should be seated in the dayroom area, no walking laps.
15. Housing unit cell doors must remain open cell lights on when housing unit is not locked in.
16. Occupant s may not cover with jail assigned blankets between the hours of 0700-2145 unless locked in.

**NOTE: Razors are ONLY to be distributed during first shift and must be accounted for when returned. Razors are to be distributed one time only; 9Am to 10AM. Razors must be logged OUT and back IN.**

- Only one Occupant at a time in the cell while the other is shaving.
- Razors may be used for a period of up to 15 minutes.
- Occupant s may not share razors or shave each other.
- Inspect razors when they are returned to ensure they have not been tampered with.
- Report to your supervisor if you notice any razors with missing blades or that have been tampered with.
- Limit razors being passed out to only 3 at a time.

### K. Housing Unit Cleanup:

1. Notify housing unit to sit on beds for clean-up. Formal clean up should occur after breakfast and a general dayroom clean-up is conducted after each meal and after final formal count of shift.
2. Open Janitor closet for housing unit worker to retrieve cleaning supplies, then relock. Janitor closet should never be left unsecured.
3. Cell cleanup is completed on 1<sup>st</sup> shift in the AM after breakfast.

**NOTE: During the week there are days that are designated for clean up (showers, floor) which housing unit workers from 3D will complete. Housing units SHALL BE LOCKED IN WHILE 3D OCCUPANT WORKERS CLEAN.**

**M. Shift Change/Count/Final Inspection: 1345 hours**

1. Pod including Pod Workers should be locked in at 1345
2. Check each cell, ensure door is secure and locking mechanism has not been tampered with.
3. Schlage each reader.
4. Complete a physical body count/facial recognition/wristband check. Correct any count issues prior to shift change.
5. Print new, updated housing unit pod sheet on floor control.
6. Debrief next shift of any issues or irregularities, which occurred.
7. Wait for on coming shift to conduct their initial inspection and count.
8. Turn over keys, radio to 2<sup>nd</sup> shift officer.

**Housing Unit Procedures 2<sup>nd</sup> shift General Population: 5<sup>th</sup>, 6<sup>th</sup> floor, 3A, 3B, 3C**

**A. Assume Post:**

1. Attend roll call 1400.
2. Retrieve Housing Unit Pod Sheet from floor control.
3. Debrief with 1<sup>st</sup> shift officer. The 1<sup>st</sup> shift officer will inform you of anything out of the norm or problems/concerns that were addressed. 1<sup>st</sup> shift will give you keys, radio and a taser for the housing unit.
4. Sign onto your computer and CMS.

**B. Conduct Initial Inspection:**

1. Utilizing the housing unit sheet conduct count of housing unit. Look for security issues and ensure that Occupants do not show signs of physical distress (**Make sure you swipe your schlage card as you complete your inspection and check the janitor's closet.**)
2. Reconcile count. Verify Pod sheet to tier cards and Occupancy Overview in CMS.
3. Relieve 1<sup>st</sup> shift officer
4. Using the fire equipment checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.
5. Check sharps drawer and verify all items are accounted for. Ensure razors have the blade and have not been tampered with.
6. When Master Control announces “CJF count begins”, call your count into classification.

**C. Perform wristband check/Formal Count/Facial recognition:**

## Milwaukee County Sheriff's Office – Field Training Program

1. Open all housing unit cell doors. Instruct Occupants to exit and stand in front of their cells for wellness/wristband check, utilizing the tier cards for facial recognition.
2. Occupant must produce wrist for wristband verification.
3. Note any missing or damaged wristbands, complete wristband order form as needed, ensure the correct Occupant is in the correct cell.
4. If Occupant does not exit for formal count, he/she will be locked in for a designated amount of time issued by the housing unit officer.

### D. Expectations:

Give Occupants expectations of day. Example;

- No walking laps in the housing unit
- No More than Four Occupants at a dayroom table
- **DO NOT cross the red line at any time**
- Noise level must be kept to a minimum
- No horseplay
- No standing in the dayroom
- Do not enter another occupant cell
- Cell lights must remain on during dayroom hours
- **NO Radios** in the dayroom at any time.
  - All Occupants must remain out from under their jail assigned linen such as sheets and blankets; between 0700 and 2145 hours
  - When ordered to lock in, LOCK IN
  - All Occupants must be properly dressed when outside of their cell.
  - No flooding of cell
  - Beds **MUST** be made properly by next inspection or you will be locked in
  - No graffiti, light covering, toothpaste on walls, and do not cover your vents

### Announce fight and graffiti policy:

Fight/ Flood/ Graffiti Policy: No fighting, No flooding, No graffiti. Any Occupant that participates in a physical altercation will be placed in disciplinary housing may lose good day privilege pending a hearing, and their case may be reviewed by DA's Office. A housing unit can be locked in until a proper investigation or thorough interviews are completed by CJF Classification Officers or the Milwaukee County Sheriff's Office CID.

## Milwaukee County Sheriff's Office – Field Training Program

- Occupants are not allowed to cross the red line. Crossing the redline could be considered an act of aggression towards the officer.
  - No walking around in the day room
  - No cell visiting
  - No touching the television to adjust volume control or channel change
  - No standing in cell door ways
  - Beds must be made
  - When ordered to lock in, you must lock in (45 Seconds).
  - Do not touch the Officers desk.
  - Housing unit officer will advise the housing unit when to approach the officer's desk to address any questions or concerns
  - 4 Occupants to a table
  - You must be standing while on the phone (special circumstances will be considered).
  - Do not approach supervisors that enter the housing units any questions should be directed to the housing unit officer ahead of time.
  - During med pass everyone should be seated on their beds unless they are receiving meds.
- (Noise level should remain low or progressive discipline will follow).

Any Occupant flooding their cell will be locked in for a period of 23 hours and can be escorted to 4D and issued a violation if the offense is deemed to be deliberate and of great enough extent. All Occupants will be held accountable for graffiti. All Occupants will thoroughly clean their cells prior to being reassigned or leaving the facility. If observed defacing county property or if graffiti is discovered inside a cell that has been properly cleaned, the Occupant (s) assigned to that cell will receive a violation for code J203 – defacing county property. For violation hearing purposes, Graffiti will be considered destruction of county property or a class III Violation with a minimum of 5 days DB Time. Loss of 2-day Good Time for each infraction (if available). If the Graffiti is excessive or there are repeat violations, the following penalties maybe imposed:

## Milwaukee County Sheriff's Office – Field Training Program

- Discipline time will be doubled
- Loss of visitation privileges for one week
- Loss of telephone privileges for one week
- Loss of canteen privileges for one week

### E. Dinner Service:

1. Announce dinner (**all Occupants will line up in front of their own cells**).
2. Housing unit workers begin to set up trays.
3. Count all trays and enter count into CMS.
4. Turn off TV's and Phones.
5. Stand at a distance where you can monitor the unit workers and food cart.
6. Call your Occupants down who receive special trays first, have them open their issued tray in front of you to verify that it is nothing missing. Next call one tier at a time and mark each Occupant off your housing unit sheet as they receive their tray EX: 1-6 / 7-14 / 15-24 / 26-30 / 31-38 / 39 -48 (Occupants are to walk around clockwise to line up).
7. When dinner is completed flash housing unit lights to indicate to Occupants they need to return to their cells.
8. Count all returned trays and reconcile the count with your in count, log it in CMS.

**NOTE: Any Occupant refusing their tray shall be logged in CMS and on their tier card.**

### E. Facility Transfers:

1. Classification will notify you at approximately 1700 of your facility transfers. (See Facility transfer section).

### F. Prescribed Medication Pass:

Occurs four times daily.

1. Announce medication pass, close housing unit dayroom, if able wait to let the nurse inside of the housing unit until the dayroom is cleared and meets your standards, conduct an inspection. "all Occupants need to be seated on their bunks. (**There is no roaming during med pass**) once completed you may let the nurse into your housing unit. If you have any Occupants locked in, instruct the housing unit to lock in so the nurse could conduct med pass to the individual(s) that's locked in.
3. Occupants are to bring a full cup of water to med pass line. (**Occupants may not use dayroom sink to fill cups.**)
4. Enter nurses name in CMS for start of medication pass.
5. Remain next to the nurse as they conduct med pass. (**Med carts should be rolled next to the officer's desk, in full view of the Housing Unit camera, and you should be standing on the open side.**)

Milwaukee County Sheriff's Office – Field Training Program

6. Do not allow Occupants to listen to radio or have anything on their person while receiving medication.
  - Occupant's approach one at a time
  - Occupants should never be behind nurses' cart
7. After nurse dispenses medication, watch Occupant hands carefully to ensure medication has not been palmed.
8. Check the Occupant's hands, inside of mouth and under their tongue, to ensure medication has not been cheeked, palmed, or spit back into their cup.
9. If Occupants refuse medication pass log the refusal in CMS and on their tier card.
10. All Occupants are to remain quiet during med pass whether in the med line or their cells.

G. General Housing Unit Supervision:

1. Inspect housing unit every half hour at irregular intervals. Be sure to look for contraband as you tour your housing unit.
2. Constantly observe Occupants, watch for any unusual activity within the housing unit.
3. Occupants should not gather in groups larger than four. Do not let them "hang out" on the upper tier.
4. Log each inspection, noting contraband or unusual activity. Be sure to notify supervisor if necessary.
5. Use progressive discipline.
6. Maintain T.V. volume at low level. Occupants may not touch the TVs or remotes at any time.
7. Occupants shall not visit at another Occupant's cell door.
8. Appropriate noise level must be maintained at all times.
9. Occupants must stand while using the phone.
10. Beds are to be made properly between the hours of 0700 to 2145 hours.
11. Occupants should be seated in the dayroom area, no walking laps.
12. Cell doors must remain open when pod is not locked in.
13. Occupants may not cover with linen between 0700-2145 hours.
14. Cell lights must remain on during dayroom hours.

H. Cell Inspection:

1. Use caution when conducting cell inspections. Ensure that there are no Occupants near the cell that you are inspecting.
2. Step half way into the cell and observe if: beds are made, any excess items or contraband is present, if needed have the Occupant (s) lift his or her mattress, make sure vents and lights are not covered with paper, make sure water is operating, conduct an intercom check.
3. Use your schlage card scan reader at each location, ( 2 per Pod, 1 black box attached to back wall on each tier).



Milwaukee County Sheriff's Office – Field Training Program

**NOTE: Housing Unit inspections must be completed every ½ hour at irregular intervals. (Never go the same route when conducting inspections).**

**I. Contraband:**

Contraband consists of but is not limited to pens, markers, any food items not bought from canteen, extra linen, extra clothing, sporks, items in excess of what is allowed, any item which has been altered that was purchased on canteen, anything possessed by the Occupant which is not ordered from canteen.

The following items are NOT allowed in cells:

- Shoelaces
- Non-Commissary foods (1 piece of fruit is ok)
- Photos stuck to walls or boxes etc
- Excess linen (more then 1 extra outfit/more than 1 blanket and 2 sheets)
- Empty soda bottles or food packages
- Plastic bags of any size
- More than 5 of each book, and magazines
- More than 5 pieces of mail
- More than 1 mattress unless authorized by medical.
- Items stuck to walls or windows (including photos, magazine pics, calendars etc.)
- Items altered from their intended purchase (Contraband)
- Graffiti
- Cleaning supplies and chemicals

**J. Status Checks/Wristband Checks:**

1. Completed at officer's discretion and only during the allotted time provided by the housing unit officer.
2. Occupant s are to line up 1 at a time. **(Be Aware, Occupants are experts at distraction)**

**H. Closing Housing Unit: 2145 hours**

1. Housing unit locks in no earlier than 2145 hours unless loss of dayroom time or instructed to do so by Master Control or command staff.
2. Turn off phones and TVs.
3. Conduct final wristband/formal count/facial recognition **(Once wristband is verified secure Occupant in their cell, pull on door to ensure it is secured.)**
4. Ensure all housing unit doors, cabinets closets are secured.
5. Place custody cards and clipboard in officer's bathroom.
6. Housing unit workers may clean after formal count but must be locked in by 2200.

## Milwaukee County Sheriff's Office – Field Training Program

7. Exit housing unit brief 3<sup>rd</sup> shift on floor control.
  8. Place keys in key box.
  9. Turn in radio and taser into radio room.
- Note: You may not leave your housing unit till 2200 hours.

### Occupant Worker Housing Unit 3D

There are two officers assigned to this post. The Housing Unit Officer maintains, while the general housing unit operations. The Occupant Worker Officer is a specialty post.

**A. General Housing Unit Operations:**  
(See general housing unit operations)

**B. Occupant Worker Officer Duties:**  
This post is a specialty post and officers assigned must be thoroughly trained. The Occupant worker officer is responsible for escorting the Occupant workers to the area work detail. This officer is also responsible for the hiring and firing of the Occupant workers. Prior to the hiring of an Occupant worker, the officer shall conduct a thorough background investigation on the subject.

**C. Hiring/Firing/Background Investigations:**  
The 3D officer is trained to complete a thorough criminal background check on potential workers. This background will include: Portal 100 (State Department of Justice Program), NCIC (FBI check), CIB (State Check), IWS Crimes, previous housing assignments, and any discipline (which disqualifies subject).

The criteria for hiring Occupant workers are extremely stringent. Disqualifications include; charges of Armed Robbery, Homicide, Safe Keeper holds, US Marshal holds, Child Abuse/Neglect, any type of Sexual Assault, bails over 25,000, Battery to Law Enforcement, Psych issues, Terrorists, Reckless Endangerment, Escape, or too low of a class score. Theft from a financial institution, fleeing and alluding.

**D. Occupant Workers:**  
The Milwaukee County Jail kitchen workers are housed in this housing unit. There are three shifts, which include-breakfast, lunch and dinner.

The biohazard Occupant workers are also housed in the housing unit. These workers are specially trained to clean up biohazard fluids such as, feces, blood, and urine. In addition to the housing unit privileges, these workers earn jail credit.

## Milwaukee County Sheriff's Office – Field Training Program

Special Project Workers- These Occupant workers clean certain areas of the jail after hours. They also complete scheduled special projects, which are ordered by command staff.

### **GENERAL 3D HOUSING UNIT RULES**

- Never enter another Occupants cell
- No head phones in the dayroom
- No loitering or laps
- Occupant workers must wear shoes while in the dayroom
- Kitchen workers must wear flip flops in dayroom
- No trading pin numbers
- Keep linen rooms/library organized
- Your job comes first
- All general housing unit rules apply also
- All Occupant workers attend shakedown cleanups
- Do not call to numbers within the facility.
- No talking in the hallways while being escorted within the facility

### **Indirect Supervision Housing Unit 4A**

Sub pod A- Female SMT and Female discipline

Sub pod B- Female SMT

Sub pod C- Female General Population and Female Discipline

**NOTE: This housing unit is always staffed with two officers on 1<sup>st</sup> and 2<sup>nd</sup> shift.**

- A. Assume Post:
1. Attend roll call.
  2. Retrieve Housing Unit Pod Sheet from roll call printer.
- B. Retrieve Mail from Floor Control:
1. Assume post, brief by previous shift officer. The previous shift officer will inform you of anything out of the norm or problems/concerns that were addressed.
  2. Sign onto your computer and open CMS.
  3. Review any special instructions written on the pod sheet.
- C. Conduct Initial Inspection:
1. Conduct initial count using housing unit pod sheet. Look for security issues and ensure the Occupants do not show signs of physical distress. **(Make sure you swipe schlage card as you complete your inspection.)**
  2. Using fire equipment checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.

Milwaukee County Sheriff's Office – Field Training Program

3. Check sharps drawer and verify all items are accounted for. Ensure that each razor has its blade and has not been tampered with.
4. Check and log Housing Unit inventory in CMS. **(This includes checking and logging you janitor's closets and supply room.)**

G. Perform Formal Count/Wristband/Facial Recognition:

1. Open all housing unit cell doors. Instruct Occupants to exit and stand in front of their cells for formal count/wristband and facial recognition check. **(Discipline or max-custody Occupants do not exit cells)**. When performing this step, you must use housing unit pod sheet and tier cards.
2. Occupant must produce wrist for wristband for verification.
3. Note any missing or damaged wristbands, complete wristband order form as needed, ensure the correct Occupant is in the correct cell.
4. If Occupant does not exit cell, he/she will be on lock in for a designated time issued by the housing unit officer.
5. Reconcile count. Verify the pod sheet to tier cards, and Occupancy Overview in CMS. Verify every Occupant is the correct Occupant in the correct cell.
6. When you have completed your reconciliation, call floor control and give your count.

E. Expectations:

Give Occupants expectations of day. Example:

- No walking laps in the housing unit
- Four Occupants at a day room table
- Noise level must be kept to a minimal
- Cell lights must remain on during dayroom hours
- Occupants must be in full jail uniform
- No horseplay
- All Occupants must remain out from under their linen between 0700 and 2145 hours
- All Occupants will line up at their own cell doors during med pass. If they do not receive medication, they must be seated on their beds **(No one is to be in the dayroom)**
- When ordered to lock in, LOCK IN
- No talking by the TV area
- Beds **MUST** be made properly by next inspection and must remain made between the hours of 0700 and 2145 or you will be locked in

Announce Fight/Flood/Graffiti Policy:

Fight/ Flood/ Graffiti Policy: No fighting, No flooding, No graffiti. Any Occupant that participates in a physical altercation will be placed in disciplinary housing may lose good day privilege pending a hearing, and their case may be reviewed by DA's Office. A housing unit can be locked in until a

## Milwaukee County Sheriff's Office – Field Training Program

proper investigation or thorough interviews are completed by CJF Classification Officers or the Milwaukee County Sheriff's Office CID.

- Occupants are not allowed to cross the red line. Crossing the redline could be considered an act of aggression towards the officer.
- No walking around in the day room
- No cell visiting
- No touching the television to adjust volume control or channel change
- No standing in cell door ways
- Beds must be made
- When ordered to lock in, you must lock in (45 Seconds).
- Do not touch the Officers desk.
- Housing unit officer will advise the housing unit when to approach the officer's desk to address any questions or concerns
- 4 Occupants to a table
- You must be standing while on the phone (special circumstances will be considered).
- Do not approach supervisors that enter the housing units any questions should be directed to the housing unit officer ahead of time.
- During med pass everyone should be seated on their beds unless they are receiving meds. (Noise level should remain low or progressive discipline will follow).

All Occupants will be held accountable for graffiti. All Occupants will thoroughly clean their cells prior to being reassigned or leaving the facility. If observed defacing county property or if graffiti is discovered inside a cell that has been properly cleaned, the Occupant (s) assigned to that cell will receive a violation for code J203 – defacing county property. For violation hearing

## Milwaukee County Sheriff's Office – Field Training Program

purposes, Graffiti will be considered destruction of county property or a class III Violation with: a minimum of 5 days DB Time. Loss of 2-day Good Time for each infraction (if available). If the Graffiti is excessive or there are repeat violations, the following penalties maybe imposed:

- Discipline time will be doubled
- Loss of visitation privileges for one week
- Loss of telephone privileges for one week
- Loss of canteen privileges for one week

### F. Breakfast Service:

1. 0700 hours, 3D Occupant workers arrive to set up and start breakfast service.
2. Count trays and enter count in CMS. **(Food trays are Styrofoam)**
3. Feed Disciplinary and PCs 1<sup>st</sup> at their cells.
4. Announce "Breakfast, line up outside cells." **(Disciplinary Occupants must be served at their cells due to disciplinary.)**
4. Call one tier row down at a time. Stand by workers and mark off each Occupant on the Housing Unit Roster by wristband as he/she receives tray.
5. Note any refusals to eat in CMS and on the tier card.
6. Flash housing unit lights to signal Occupants to return to their cells. **(Occupants must line up at their cells after meals.)**
7. Once Occupants have returned to their cell doors, have housing unit workers clean the dayroom area.

### G. Prescribed Medication Pass:

1. Occurs four times daily.
2. Announce medication pass. **(Occupants not receiving medication should be in their cells. There is no roaming during med pass.)**
3. Occupants are to bring a full cup of water to med pass line. **(Occupants may not use dayroom sink to fill cups.)**
4. Enter nurse's name in CMS for start of medication pass.
5. Do not allow Occupants to listen to radio or have anything on their person while receiving medication.
6. Occupant's approach one at a time at sub pod door.
7. Officer remains next to the nurse during medication pass.
8. After nurse dispenses medication, watch Occupant hands carefully to ensure medication has not been palmed.
9. Check the Occupant's hands, inside of mouth and under their tongue, to ensure medication has not been cheeked, palmed, or spit back into their cup.
10. If Occupant s refuse medication pass log the refusal in the jail log and on their custody card.
11. All Occupants are to remain quiet during med pass whether in the med pass line or their cells.

Milwaukee County Sheriff's Office – Field Training Program

**NOTE: Medication Pass for Disciplinary: Officer will accompany the nurse to each cell. Officer will open the cell chute/door and nurse will dispense medication.**

**H. Disciplinary Recreation Time:**

**(Each disciplinary Occupant will receive 1 hour out of his or her cell per 24 hours. Disciplinary Occupants must always wear RIPP restraint belts while out, zip tie should be attached to belt to prevent removal. Pregnant females are an exception to this process).**

**I. General Sub pod Supervision:**

1. Inspect housing unit every half hour at irregular intervals. Be sure to look for contraband as you tour your housing unit, log each inspection.
2. Constantly observe Occupants, watch for any unusual activity within the housing unit.
3. Occupants should not gather in groups larger than four. Do not let them "hang out" on the upper tier.
4. Use progressive discipline.
5. Maintain T.V. volume at low level.
6. Occupants are not to visit at the cell door of another Occupant.
7. Appropriate noise level must be maintained at all times.
8. Occupants must stand while using the phone, not lean, not sit in a chair.
9. Beds are to be made properly between the hours of 0700 and 2145 hours.
10. Occupants should be seated in the dayroom area, no walking laps.
11. Housing unit cell doors must remain open when the housing unit is not locked in.
12. Occupants may not cover with linen between the hours of 0700 and 2145.

**NOTE: One officer conducts the inspections and the other officer maintains the control panel at the officer's workstation. If there is one officer assigned to this unit you must radio for a movement officer to respond and assist for medication pass and inspections.**

**J. Cell Inspections:**

1. Use caution when conducting cell inspections. Ensure that there are not any Occupants near the cell that you are inspecting.
2. Step half way into cell and observe if: bed is made, any excess items or contraband is present.
3. Use your schlage card scan reader at each location, (2 per sub pod).

**K. Closing Housing Unit:**

1. Housing unit locks in no later than 15 minutes before the end of your shift.
2. Turn off Phones and TVs.

Milwaukee County Sheriff's Office – Field Training Program

3. Conduct final count/facial recognition with tier cards and Housing Unit Roster (**Once wristband is verified secure Occupant in their cell, pull on door to ensure it is secured.**)
  4. Ensure all housing unit doors, cabinets and closets are secured.
  5. Place any notes or concerns on the officer's clipboard for next shift.
  6. Ensure sub pod doors are secure and check the locking mechanisms.
- L. Shift Change:
1. Brief next shift officer. Do not exit your housing unit until released by the following shift officer.
  2. Place keys in key box or turn over to the relieving officer.
  3. Turn in radio and taser into the radio room, or hand over to next shift officers.

Indirect Supervision Housing Unit 4B

**Housing Unit 4B houses general housing along with the housing unit 4D discipline overflow. The discipline Occupants must receive their time out alone.**

- B. Recreation Housing Unit 4B (Discipline):
- Will receive 1-hour recreation time out of their cell in a RIPP Restraint Belt.

Special Medical Unit (SMU)

- A. Housing Unit Procedures 1<sup>st</sup>/2<sup>nd</sup> shift:
1. Attend roll call (**This post is manned all three shifts**)
  2. Print Housing Unit Pod Sheet in SMU before initial inspection.
- B. Assume Post:
1. Retrieve keys, radio and taser from previous shift.
  2. Receive debrief from previous officer. The officer will inform you of anything out of the norm, problems/concerns or specific medical instructions that occurred or were addressed.
  3. Sign onto your computer and in CMS.
- C. Conduct initial count/wellness check:
1. Utilizing the Housing Unit Pod Sheet, complete an inspection of each cell. Look for security issues and ensure that Occupants do not show signs of physical distress (**Make sure you swipe your schlage card as you complete your inspection.**)
  2. Using the fire equipment checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.



## Milwaukee County Sheriff's Office – Field Training Program

3. Check sharps drawer and verify all items are accounted for and that all razors have blades. Ensure that the razors have not been tampered with.
4. Check and log Housing Unit inventory in CMS. (This includes checking and logging you janitor's closets and supply room.)

### D. Perform formal count /wristband check/facial recognition:

1. Approach each cell and verify facial recognition and check wristbands through cell door window.
2. Occupant must produce wrist for wristband verification utilizing the tier cards. Ensure you have the correct Occupant in the correct cell.
3. Note any missing or damaged wristbands, complete wristband order form as needed, ensure the correct Occupant is in the correct bed. (Suicide watches do not receive wristbands).
4. Give Occupants expectations of day. Example;
  - No Flooding
  - The area must remain quiet
  - Occupants are to lock in when ordered to
  - Follow all medication pass rules
  - Female and male Occupants may not interact in any way
  - Occupants may not go into or stand by another Occupant's cell
  - Occupants must ask permission to approach the officer's workstation

### E. Reconcile count:

1. Verify count with the housing unit pod sheet, tier cards and Occupancy Overview in CMS. Verify every Occupant is the correct Occupant in the correct cell.
2. When you have completed your reconciliation, call classification and give your count when Master Control has announced C/JF count begins.

### Announce Fight Policy:

Fight/Flood/ Graffiti Policy: No fighting, No flooding, No graffiti. Any Occupant that participates in a physical altercation will be placed in disciplinary housing may lose good day privilege pending a hearing, and their case may be reviewed by DA's Office. A housing unit can be locked in until a proper investigation or thorough interviews are completed by C/JF Classification Officers or the Milwaukee County Sheriff's Office CID.

• Occupants are not allowed to cross the red line. Crossing the redline could be considered an act of aggression towards the officer.

•No walking around in the day room

•No cell visiting

## Milwaukee County Sheriff's Office – Field Training Program

- No touching the television to adjust volume control or channel change
- No standing in cell door ways
- Beds must be made
- When ordered to lock in, you must lock in (45 Seconds).
- Do not touch the Officers desk.
- Housing unit officer will advise the housing unit when to approach the officer's desk to address any questions or concerns
- 4 Occupants to a table
- You must be standing while on the phone (special circumstances will be considered).
- Do not approach supervisors that enter the housing units any questions should be directed to the housing unit officer ahead of time.
- During med pass everyone should be seated on their beds unless they are receiving meds.  
(Noise level should remain low or progressive discipline will follow).

### F. Opening Housing Unit:

1. Males and females may not occupy the dayroom together.
2. Dayroom time can be split between males and females.
3. Occupants may eat in the dayroom.

### G. Meal Distribution:

1. Trays are disposable.
2. You must account for cups and utensils.
3. Count food trays and enter count in CMS.
4. 3D pod workers will dispose of all garbage after Occupants eat.

### H. SMU Disciplinary 4D Occupants:

1. All 4D Occupants must be in waist restraints when removed from a cell or outside cell in the dayroom.
2. No other Occupant may be out when the 4D Occupant is out of his or her cell.
3. Meals are served through the cell chute (if applicable).

Milwaukee County Sheriff's Office – Field Training Program

I. Shift Change:

1. Housing Unit locks in.
2. Turn off Phones and TVs.
3. Conduct final formal count/wristband check. Once wristband is verified, secure Occupant in their cell and pull on door to ensure it is secured.
4. Ensure all Housing Unit doors, cabinets, and closets are secured.

**Clinic Officer:** This officer is responsible for the security of the medical staff and to make sure the Occupants remain in a controlled secure environment.

A. Assume Post:

1. Attend Roll call.
2. Assume post and debrief with previous shift.

B. Duties:

1. Inspect holding cells and waiting room area for any contraband; make sure everything is in working order.
2. Medical personnel will inform clinic officer if there is a list for the X-Ray Tech, Dentist or Ultrasound. This list has priority over the in-house Nurse Practitioner list as they are from outside the agency.
3. Call housing units to have the Occupants ready to be escorted to the clinic. Be sure to check tier cards for Keep Separates. Create Event for each Occupant that will be escorted to the clinic. The pod officer will sign the Occupant out upon the Occupant being escorted out of the pod by the clinic or movement officer.
4. Upon Occupant's arrival to the clinic, lock them into the holding cell(s) or handcuff them to a bench. **(Once Occupants are present in the Clinic area, the officer may not leave until all Occupants are returned to their respective Housing Units.)**
5. Inspect the clinic every half hour while Occupants are in the clinic. Be sure to log inspection in CMS. If an Occupant refuses to be seen by medical staff, be sure to log refusal.
6. It is the Pod Officers job to sign the Occupant back in upon arrival back into the pod.
7. Once appointments are completed and all Occupants have been returned to their housing units, complete a final inspection of clinic to ensure no contraband has been left behind. The clinic officer is then reassigned to Movement. Notify Master Control of post change and assist where needed.

# *Special Management Team (SMT)*

*The special management team is a multi-disciplinary alliance  
Committed to providing for the mental health care of the Occupant  
population.*

A continuum of special housing exists for Occupants at the Milwaukee County Jail. Occupants enter special housing areas through assessment and placement by licensed mental health professionals who monitor symptoms and manage movement into/out of Special Management Housing Units.

Continued Care Housing is provided at the Milwaukee County Jail in designated Housing Units. Occupants whose psychiatric symptoms are stabilized and can successfully function in a less restrictive open environment are housed in this unit. Housing Units offer on-going mental health treatment and symptom management while allowing special management Occupants to participate in various programs and work assignments available at the Milwaukee County Jail.

## **INDIRECT SUPERVISION**

## Milwaukee County Sheriff's Office – Field Training Program

The Special Needs Housing unit at the Milwaukee County Jail is an indirect supervision, administrative segregation unit. This housing option is used for special management Occupants who display the most severe symptoms and require the highest level of supervision and care.

There are 3 sub pods (A - Females, B-Males, and C-Males), and 19 total cells, 3 of which are Restraint Bed cells (SNA3, SNB6, and SNC1). If Special Needs is full, Pod 4D and 4A shall be utilized as SNOF (Special Needs Overflow) for male and female Occupants.

### POPULATION SERVED

1. Occupants with a severe and persistent mental illness.
2. Occupants who are developmentally disabled.
3. Occupants who are emotionally unstable or on suicide watch.
4. Occupants with behavioral or adjustment problems who are not successful in general housing.

### PROCEDURE FOR PLACEMENT/REVIEW

1. Occupants are placed into one of the special housing units by a licensed mental health professional, following a mental status exam.
2. Licensed mental health professionals monitor symptoms/behaviors and determine on going needs for special housing.
3. Special Management staff review Occupant progress at weekly meetings.
4. Licensed mental health professionals determine and arrange for Occupant movement into/out of special housing units.
5. The third shift supervisor determines when the crisis cell in the acute care housing unit is to be used and insures that a referral is forwarded to mental health staff.

### STAFFING:

#### A. SMT Officers:

The Special Management Team (SMT) is staffed by selected and trained officers who, working along side mental health professionals, provide monitoring treatment and behavior modification within a correctional environment, using a multidisciplinary approach.

#### B. SMT Officer Duties:

1. Provide exclusive coverage in all special management housing units with the exception of staff meetings, emergencies, and when approved by the Special Management Team supervisor.
2. Maintain safe and secure treatment units and facilitate consistent daily operations.
3. Serve as role models who teach appropriate socialization and communication skills.

## Milwaukee County Sheriff's Office – Field Training Program

4. Teach and assist Occupants with daily living skills.
5. Incorporate the developmental, cognitive, and psychiatric needs in individuals when interacting and intervening with Occupants.
6. Provide consistent interactions with Occupants.
7. Collaborate with other disciplines in the institution to ensure for continuity of care.

### DISCIPLINARY PROCEDURES

- A. The Milwaukee County Jail Special Management Team adheres to discipline practices that reflect the psychiatric, developmental and cognitive functioning of Occupants. Discipline is determined, managed, and monitored by the special management team.
1. The need for discipline will be determined by special management staff and is managed within the special needs housing units.
  2. Discipline is individualized and incorporates the Occupant's current level of psychiatric functioning and individual/group safety.
  3. Discipline follows individual and group treatment plans.
  4. Discipline is based on teaching appropriate personal, social and behavior management skills.
  5. Discipline is based on the individual's cognitive level of functioning and their ability to comprehend the consequences of their actions.
  6. Special management staff provides direction to other institutional staff when additional assistance is called to handle a housing unit incident.
  7. Discipline is based on progressive interventions, using the following least restrictive principles:
    - a. Verbal interaction.
    - b. Verbal intervention/redirection.
    - c. Time out in cell or from dayroom.
    - d. Logical, planned consequences.
    - e. Housing unit restrictions.
    - f. Cell lock-in to stabilize symptoms/behaviors accompanied by a reintegration plan.
    - g. Licensed mental health professionals assess and determine when disciplinary interventions exceed the limits of the housing unit and any subsequent movement into/out of special housing units.
    - h. All forms of discipline are to be documented.

### SNC: 1<sup>st</sup> 2<sup>nd</sup> shift procedures

## Milwaukee County Sheriff's Office – Field Training Program

Special Needs Housing Units are for Occupants that are in need of consistent monitoring due to a critical mental health issue, suicide watch, or experiencing drug/alcohol withdrawal symptoms.

- A. Assume Post:
    - 1. Attend Roll call.
    - 2. Print Housing Unit Roster.
    - 3. Debrief with previous shift officer.
  
  - B. Initial Inspection/count - wellness check:
    - 1. Utilizing the pod sheet complete an inspection of each cell. Look for security issues and the rise of the Occupant's chest to ascertain if the Occupant is breathing. NOTE: If Occupant is on a 15-minute watch ask if they are ok and be sure to document response.
    - 2. Brief with previous shift of any unusual issues.
    - 3. Check Pod sheet or CMS logs for any information passed from previous shifts and/or medical information, loss of time out.
    - 4. Reconcile count. Verify the count with the Pod sheet, tier cards and Occupancy Overview in CMS. Verify every Occupant is the correct Occupant in the correct cell.
    - 5. When Master Control announces CJF count begins, call count into Classifications.
  
  - C. Inventory Check:
    - 1. Check all doors, pipe chases doors, and all cell doors.
    - 2. Using the fire equipment checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.
    - 3. Check sharps drawer and verify all items are accounted for and not tampered with.
    - 4. Check supplies.
    - 5. Check clothing/suicide gowns/suicide mattresses.
- NOTE: If any of the above items are needed, notify the Occupant worker Housing Unit 3D.**
- D. Formal Inspection: (Suicide watches will not have wristbands)  
(Occupants do not come out of their cells. Use tier cards to verify Occupant to picture, check wristband through window or chute.)
  
  - E. Recreation:
    - 1. Each Occupant receives 1 hour out per day.
    - 2. Cell inspections are completed during the Occupant's time out. Occupant must be seated at the table farthest away from you in the dayroom as you inspect his cell. Occupants must also be facing away from the cell you

Milwaukee County Sheriff's Office – Field Training Program

are inspecting. Occupants must have waist restraints on. The more violent unstable Occupants must be tethered to the door and you must have a partner in the sub-pod with you.

**NOTE: Do not allow Lock In's (Loss of time out) out into the dayroom. Disciplinary Occupants must be in a waist restraint when out of their cells at ALL times.**

**F. Medication Pass**

1. All Occupants lock in (Meds are passed from the nurse to the Occupant through the cell chute.)
2. One officer accompanies nurse, the other remains at the officers' workstation.
3. Be sure to check Occupant's hands and mouth for palming or cheeking of medication.
4. If the nurse must see Occupants, you must have at a minimum 2 officers to take him/her out of their cell and escort.

**NOTE: Pay close attention to the Occupants' tier card, as some Occupants are extremely unpredictable and have the potential to become violent. Therefore, they may require more officers or specifically CERT members for the move.**

**NOTE: Any Occupant who refuses his/her medication MUST be logged in the jail log and written on their Custody card.**

**G. Meal Distribution 0700, 1200, 1700 hours:**

1. All Occupants are to lock in.
2. Check officers Housing Unit Roster for any special meal instructions such as; "Special Diet"
3. Count all food trays. (trays will be disposable Styrofoam.)
4. Log count into CMS.
5. Distribute trays. (Remove any plastic wrap or sporks prior to distributing meals.)
6. Collect trays when Occupants have finished eating.
7. SMT Occupants do not receive sporks in Special Needs, but they will receive soft spoons.

**H. Housing Unit Inspection:**

**NOTE: When conducting cell inspections, two officers should be in the sub pod at the same time. Housing unit inspections must be completed every ½ hour at irregular intervals.**

1. All Occupants should be locked in their cells.
2. O.B.O.B. (an acronym meaning, "Out Based on Behavior") Occupants, under the discretion of the officers, may come out of their cell without RIPP belt.



Milwaukee County Sheriff's Office – Field Training Program

3. The Occupant should then sit in a dayroom chair away from the view of the inside of the cell being inspected.
4. One officer inspects the cell; the other officer stands by the cell door and observes the Occupant.
5. The Occupant is to remain sitting in the chair for the duration of the inspection.
6. Remove any contraband.
7. Lock the Occupant in immediately after the cell inspection. After the Occupant is locked in, inform the Occupant of any rule's violations he/she committed and the consequences thereof.

If the Occupant must come out of the cell in a RIPP belt, (for example, the Occupant is on suicide watch, has a history of assault, officer discretion, etc.) maintain a full application of the belt and keep the belt attached to the RIPP tether. Push the cell door against the wall while Occupant is tethered.

I. Shift Change:

1. Housing unit locks in.
2. Turn off Phones.
3. Conduct final count/wristband/facial recognition (Once wristband is verified secure Occupant in their cell, pull on door to ensure it is secured.)
4. Ensure all Housing unit doors, cabinets, and closets are secured.
5. Place any notes or concerns on the officers' clipboard for next shift.
6. Ensure sub pod doors are secure.
7. Debrief with next shift officer.

J. Debriefing:

SMT members **MUST** properly debrief the following shift and relieve them in a timely manner. The Special Management briefs should be completed by end of shift and sent via email.

**List of pertinent information that should be passed on between shifts:**

1. Suicide/Restraint Watches?
2. Restraint/Ripp equipment set up?
3. Log sheet changes?
4. Pending issues/ incidents?
5. Emergencies?
6. Is Psych Doctor present?
7. Important CMS entries?
8. Impending class moves?
9. Biohazards?
10. Other related information?

**NOTE: Ensure Housing Lieutenant has checked and signed all watch paperwork.**

## SUICIDE WATCH

“Any member of the jail staff may be the first to recognize a potentially suicidal Occupant. It is a primary responsibility and it is vital that all jail staff remain alert to identify potentially suicidal Occupants. Suicidal thoughts or attempts can occur at any time during incarceration. All Jail Staff have responsibility for observation, intervention, notification, and documentation of suicidal Occupants.”

Any Occupant classified as suicidal will be housed in either Special Needs or Housing Unit 4D as a SNOF (Special Needs Over Flow). The cell should be inspected prior to the Occupant occupying it. The Occupant will be clothed with only a blue suicide watch gown. The Occupant's wristband and shower shoes are to be removed prior to his being placed in the cell. Shower shoes shall be kept outside of the cell for use during visits. Any personal hygiene items will be given for immediate use during dayroom time and then given back after use. For all meal passes: plastic wrap, sporks, and hard trays are not to be given to the Occupant. Suicide Watch Occupants receive a brief shower time out under the officer's discretion; this is not for TV and/or phone privileges.

**Observation** and **Documentation** are completed and continued by SMT members using the forms in the Suicide Watch Packet. The Suicide Watch Packet contains the following:

- (1) 15 MINUTE WATCH OBSERVATION LOG:
  - a. Signed by shift Supervisor.
  - b. Signed by SMT member(s) at 15-minute intervals.
- (2) BEHAVIORAL REPORT FORM:
  - a. Suicide Watch Initiated by PSW/PSW completes narrative; Officers will write an RMS report.
  - b. Signed by shift Supervisor.
  - c. Signed by SMT member who submits incident report and notifies medical staff.
  - d. Signed by nurse upon review.
  - e. Copy the form and turn the copy into classification to place a Suicide Watch Hold on the Occupant.
- (3) INCIDENT REPORT:
  - a. To be completed before the end of the shift.

**NOTE: Check at the beginning of your shift for all necessary documentation on Suicide Watches and that a Suicide Watch Hold has been placed on the Occupant. Notify the Housing Lieutenant if any paperwork is missing and/or due.**

## Milwaukee County Sheriff's Office – Field Training Program

### A. Suicide Watch Termination:

When the Psych Doctor terminates a suicide watch, it should be logged on the Behavioral Report Form by the Psychiatric Doctor, entered in the jail log, and written on the Occupant's custody card. A copy of the form (**Behavioral Report Form**) should be brought to class for the suicide watch hold to be removed. Then the suicide watch packet should be delivered to classification. The suicide watch gown is to be placed in a plastic bag

### B. TRANSPORTATION AND RELEASE OF SUICIDE WATCH:

Any suicide watch Occupant who is to be released or transported must be changed over to orange clothing before leaving the Special Needs or Housing Unit 4D.

### C. Release:

1. Contact the Psych Social Worker that the Occupant is scheduled for release
  2. The Psych Social Work
  3. Copy the Behavioral Report Form and bring the copy to class for the suicide watch hold to be removed (**Only upon Psychiatric Doctor or APNP approval**).
  4. The above process for suicide watch termination should be followed after the suicide watch hold is lifted and the Occupant has been escorted to release.
- Officers participate in the movement of Occupants from housing units to the release area when necessary to facilitate a safe and smooth release from custody.
  - Contact Psych Social Worker (PSW) for psychological evaluation.
  - Licensed mental health staff complete a mental health assessment of all Occupants on suicide watch who are to be released from custody and notify appropriate security staff of the following findings:
    - Occupants assessed to be safe and ready for release.
    - Occupants who require emergency mental health detention (**Chapter 51**) to the Milwaukee County Mental Health Complex-Psychiatric Crisis Service.
    - Special considerations to be incorporated into the release process.
    - Occupants that are being turned over to the care of a family member.
  - SMT Officers deliver a copy of the suicide watch hold termination to classifications after Occupants are cleared for release.

Milwaukee County Sheriff's Office – Field Training Program

- Licensed mental health professionals and Captains work cooperatively when chapter 51 proceedings are to be initiated at the time of an Occupant's release from custody.

**D. Transfer of Suicide Watch Occupants:**

1. An PSW should complete the suicide watch transfer letter and send it with the transport officers to notify the receiving facility of the transfer of an Occupant on suicide watch.
2. An PSW should complete the "Termination of 15 Minute Watch" portion of the Behavioral Report Form stating that the Occupant has been transferred to a different facility.
3. Copy the Behavioral Report Form and bring the copy to classification for the suicide watch hold to be removed, due to transfer, and for classification to know of the transfer.
4. The above process for suicide watch termination should be followed the suicide watch hold is lifted and the Occupant has been escorted to release.

**E. Commissary:**

Occupant s assigned to the Special Needs housing unit may not order commissary, unless assigned to housing unit 4C.

**F. Responding to a pulled sprinkler head:**

There are multiple ways to flood a cell in housing units, for example, (1) clog up the sink, (2) clog up the toilet, or (3) pull the sprinkler head. The third listed option is the most destructive because it triggers the jail fire alarm system and constitutes a felony charge.

1. Lock in Occupant (s) immediately.
2. Contact Master Control to advise of the situation.
3. Retrieve the Chase Key and enter chase closet out in hallway.
4. Turn the black sprinkler valve clockwise until you cannot turn it any more.
5. Contact 3D Officers advising them of the situation and requesting Occupant workers to clean up the water.
6. Pass clean linen to all Occupants who need it.
7. Discuss and assess disciplinary consequences for Occupant with supervisor.
8. Log incident in Jail Log, write RMS report, write violation and submit the RMS report to your supervisor. **(USE SPELL CHECK!!!!)**

**G. Responding to a Biohazard:**

1. Lock in Occupant (s) immediately.
2. Contact the 3D Occupant worker for a biohazard clean up.
3. Isolate the contaminated area as much as possible.

Milwaukee County Sheriff's Office – Field Training Program

4. For the health and safety of the Occupants in the sub pod where the biohazard, keep the Occupants locked in until the biohazard area has been cleaned.
5. Discuss disciplinary consequences for Occupant (s) with supervisor.
6. Be advised, power washing a cell may cause the smoke detector to alarm. Contact Master Control before all power washing in cells.

H. Responding to a Flood:

1. Notify Supervisor so they could retrieve the chase key from the key box
2. Contact 3D Officers advising them of the situation and requesting Occupant workers to clean up the water.
3. Log the incident in the logbook and the Occupant's custody card.
4. All cells flooded must also be cleaned.
5. Write a violation and an RMS report. Submit the RMS report to your supervisor.

I. Duress Alarms:

There are two panels on either side of the Special Needs workstation. Each panel has a white duress alarm tab located underneath the workstation counter top.

1. Duress alarm button is activated at a workstation panel, all power controlling the exit/entrance to the location is disrupted, and a duress alarm will sound in Master Control.
2. Master Control shall order all available staff, along with a supervisor, to respond to the location.
3. Master Control will "silence" the alarm but shall not "reset" it until ordered to do so by supervisory staff.
4. An emergency set of keys located at the floor controls will be obtained from the first responding Officer. The first responding officer is responsible for opening/closing the housing unit entry/exit doors for additional responding staff and shall not leave the keys unattended.
5. Once a Lieutenant/Supervisor arrives and resets the duress alarm button, he/she can then order Master Control to restore the power. Turning the duress switch on the back wall of Master Control will restore power to the entry door.

There is an override entry button (black) positioned at the 2<sup>nd</sup> floor medical entry door. It is located on the left-hand side of the door, facing the classification office. When the duress alarm is pressed and neither officer is available to permit access to Special Needs, the black override button can be pressed to allow access to responding personnel.

**NOTE: Do not attempt entry into the adjacent sub pod through the sub pod fire door; it will not open until the duress alarm is reset.**

## Milwaukee County Sheriff's Office – Field Training Program

### J. Access/Key Control:

1. Special Needs controls access to the medical units by a switch located on the touch screen panel on either side of the Special Needs officer's station.
2. If an SMT member activates the duress alarm at the workstation in Special Needs, responding staff may enter the medical entry door by pressing the black button located to the left of this door.
3. Keys

The key box in Special Needs contains these five sets of keys:

- "2FC" (6) – Second Floor Control keys, used by SMT members.
- "Special Needs" (11) – large set used by SMT members.
- "Clinic" (5)- used by the Clinic Officer.
- "Emergency" (1)- used by SMT members to open Sub pod doors, cell door chutes, and the Infirmary.

### Special Management Pod 4C 1<sup>st</sup> & 2<sup>nd</sup> shift

4C is a "step" down from special needs pod. Occupants with special mental health issues are housed in this housing unit but are much more stable than Occupants in the special need's unit.

#### A. Assume Post:

1. Attend roll call.
2. Print Housing Unit Roster in roll call.

#### B. Retrieve mail from floor control (1st shift will also retrieve keys):

1. Debrief with previous shift officer. The previous shift officer will inform you of anything out of the norm or problems/concerns that were addressed.
2. Sign onto your computer and open your jail log.

#### C. Conduct initial count/wellness check:

1. Utilizing the Housing Unit Roster, complete an inspection of each cell. Look for security issues and ensure the Occupants do not show signs of physical distress (**Make sure you swipe schlage card as you complete your inspection.**)
2. Using the fire equipment checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.
3. Check sharps drawer and verify all items are accounted for ensure that all razors have not been tampered with.
4. Check Housing Unit Roster for any special instructions.
5. Check and log Housing Unit Inventory in CMS. (**This includes checking and logging you janitor's closets and supply room.**)

Milwaukee County Sheriff's Office -- Field Training Program

6. Reconcile count. Verify with Pod sheet, tier cards and Occupancy Overview in CMS. Verify every Occupant is the correct Occupant in the correct cell.
  - o When you have completed your reconciliation, call classification when Master Control has announced CJF count has begun.
- D. Perform formal count/wristband/ facial recognition:
  1. Open all housing unit cell doors. Instruct Occupants to exit and stand in front of their cells for wellness/wristband check.
  2. Occupant must produce wrist for wristband verification.
  3. Utilize custody cards and housing unit sheet when conducting formal count.
  4. Note any missing or damaged wristbands, complete wristband order form as needed, ensure the correct Occupant is in the correct cell.
  5. If Occupant does not exit cell, he/she will be on lock in for a designated time issued by the housing unit officer.
  6. Reconcile count. Verify with tier cards and CMS. Verify every Occupant is the correct Occupant in the correct cell.
    - When you have completed your reconciliation, call floor control and give your count.
  7. Expectations:

Give Occupants expectations of day. Example;

    - No walking laps on the top tier
    - Four Occupants at a table
    - No standing in the dayroom
    - Do not enter another occupant's cell
    - DO NOT cross the red line into the safety zone
    - Noise level must be kept at a minimum
    - Cell lights must remain on during dayroom hours
    - Occupants must be in full jail uniform
    - All Occupants will line up at their own door for med pass
    - When ordered to lock in, LOCK IN
    - No chairs allowed in the TV area
    - Beds MUST be made properly by next inspection or you will be locked in.

If Occupant does not exit cell, he/she will be on lock in for a designated time issued by the housing unit officer.

**Announce Fight/Flood/Graffiti Policy:**

Any Occupant who participates in a physical altercation will be placed in disciplinary housing, will lose good time, will lose family visits, will be placed in a pink jumpsuit, and have their case reviewed by the District Attorney's Office for charging. Furthermore, the entire housing unit could be locked in with loss of all privileges for a minimum of 24 hours up to 7 days.

## Milwaukee County Sheriff's Office – Field Training Program

Log the fight expectation in CMS when you give them. **(This must be announced to the housing unit upon opening your housing unit at the beginning of the shift)**

Any Occupant flooding their cell will be locked in for a period of 23 hours, and can be issued a violation for said actions, if the offense is deemed to be deliberate and of great enough extent.

All Occupants will be held accountable for graffiti located in their cells. All Occupants will thoroughly clean their cells prior to being reassigned or leaving the facility. If observed defacing county property or if graffiti is discovered inside a cell that has been properly cleaned, the Occupant(s) assigned to that cell will receive a violation for code J203 – defacing county property. For violation hearing purposes, Graffiti will be considered destruction of county property or a class III Violation with: a minimum of 3 days discipline time.

### E. Meal Service:

1. Housing Unit workers start breakfast service set up. **(Occupants remain in the cells till mealtime.)**
2. Count soft Styrofoam trays and enter tray amount in CMS.
3. Announce "Breakfast, line up outside cells."
4. Call one tier row down at a time. Stand by pod workers and mark off each Occupant on Housing Unit Roster by wristband as he/she receives tray.
5. Any refusals to eat should be stated to the officer directly. Note any refusals to eat in CMS and on the tier card.
6. Flash housing unit lights to signal Occupants to return to their cells. **(Occupants must line up at their own cell doors after meals.)**
7. Once Occupants have returned have housing unit workers clean. Each Occupant shall be provided the opportunity to clean out his or her cell and mop. **(After Breakfast on first shift only. Cleaning is a mandatory process to be completed every day by the Occupant.)**

### F. Prescribed Medication Pass:

1. Announce medication pass **(Occupants not receiving meds should be seated on their beds. There is NO roaming during med pass.)**
2. Enter the Nurses name conducting medication pass.
3. Occupants are to bring a full cup of water to med pass line **(Occupants may not use the dayroom sink to fill their cups.)**
4. Officers are to remain next to the nurse as she conducts med pass **(Med carts should be rolled into linen closet and the half door should be closed and locked).**
5. Do not allow Occupants to listen to radio or have anything on their person while receiving medication.



## Milwaukee County Sheriff's Office – Field Training Program

- Occupant's approach one at a time.
  - Occupants should never be behind nurse's cart.
  - There is no talking allowed while Occupants are in line.
6. After Nurse dispenses medication, watch Occupant hands carefully to ensure medication has not been palmed.
  7. Check the Occupant's hands, inside mouth, and under tongue to ensure that medication has not been "cheeked" or was not spit into their cup.
  8. If Occupant refuses medication pass, it should be stated to the Pod officer or medical staff directly. Pod officer will log the refusal in CMS and on Occupant's tier card.

### G. General Housing Unit Supervision:

1. Inspect Housing Unit every half hour at irregular intervals. Be sure to look for contraband as you inspect your pod.
2. Constantly observe Occupants, watch for any unusual activity within the housing unit.
3. Occupants should not gather in groups larger than four. Do not let them "hang out" on the upper tier.
4. Log each inspection, noting contraband or unusual activity. Be sure to notify supervisor if necessary.
5. Use progressive discipline. Notify PSW of any 23-hour lock ins.
6. Maintain T.V. volume at low level.
7. Occupants are not to visit another Occupant's cell or stand by the doorway.
8. Appropriate noise level must be maintained at all times.
9. Occupants must stand while using the phone.
10. Beds are to be made properly between the hours of 0700 to 2145 hours.
11. Account for razors and monitor closely. Razors must be handed out on first shift only. Occupants are given 15 minutes to use the razor, before it is due back to be returned to the officer.
12. Housing unit cell doors may be closed slightly if Occupant is experiencing some anxiety and at officer's discretion.
13. Occupants may not cover with linen between 0700-2145 hours.

**Shift Change is the same as general housing pod.**

### H. Responding to Pulled Sprinkler Head:

1. Lock in Occupant (s) immediately.
2. Contact Master Control to advise of the situation.
3. Retrieve the chase key and enter chase closet in upper tier janitor's closet.
4. Turn the black sprinkler valve clockwise until you cannot turn it any more.
5. Contact 3D officers advising them of the situation and requesting Occupant workers to clean up the water.
6. Pass clean linen to all Occupants who need it.

Milwaukee County Sheriff's Office – Field Training Program

7. Discuss and assess disciplinary consequences for Occupant (s) and/or criminal charge(s) with supervisor.
  8. Log incident in CMS, write violation before end of shift, write an RMS report and submit it to your supervisor.
- I. Responding to a Flood:  
Same as Special Needs
- J. Responding to Biohazard Incident:  
Same as Special Needs
- K. Access/Key Control:
1. Access into Housing Unit 4C is provided by the 4<sup>th</sup> Floor Control Officer.
  2. Entry into Housing Unit 4C can be gained by entering the 4B/4C gym door using the "POD" Key.
  3. Access into Housing Unit 4C may be performed by use of the 4<sup>th</sup> Floor Housing Unit Entry Key, located at 4<sup>th</sup> Floor Control.
  4. Special Management Team members use the Housing Unit 4C keys.
  5. The key box is located at the 4<sup>th</sup> Floor Control workstation.

***DISCIPLINARY  
HOUSING UNIT***

***4D***

Milwaukee County Sheriff's Office – Field Training Program

**HOUSING UNIT 4D DAILY PROCEDURE**

- A. Assume Post:
1. Three officers are assigned to 4D and one movement officer is assigned to the 4<sup>th</sup> floor.
  2. Debrief with previous shift officer. Discuss any issues or concerns from the previous shift. Note any medical issues.
  3. Check pod sheet for special instructions.
- B. Initial Count/Inspection:
1. Inspection is completed prior to the previous shift officer exiting the housing unit.
  2. Occupants do not exit their cells for initial inspection.
  3. Ensure that you have the correct Occupant in the correct cell.
  4. Ensure cell chutes and cell doors are secured.
  5. Ensure that no Occupant is in physical distress.
- C. Count Reconciliation:
1. Sign onto computer/start CMS log.
  2. Reconcile count to tier cards, CMS, and Pod sheet.
  3. Conduct inventory of 4D equipment.
  4. Using the fire equipment checklist, inspect fire equipment, such as; fire extinguisher – ensure pin is in place and is fully charged, SCBA-charged and operational.
- D. Mattresses:
1. If an Occupant is on a 4-hour search for 72 hours, that Occupant mattress will be taken from their cell with a supervisor present.
- E. Meal Distribution:
1. Count food trays, paper utensils and log count into CMS.
  2. Food trays are Styrofoam.
  3. All food is served through the cell chute. **(All discipline and pending Occupants are to not receive Nutra loaf, unless otherwise noted by medical or command staff.)**
  4. Remove all plastic from Styrofoam trays.
  5. Collect all trays and paper utensils from Occupants.
  6. Conduct an inspection immediately after mealtime has been completed.

**NOTE: Use extreme caution when feeding Occupants. You MUST have a partner when you are opening chutes to feed. Use safety measures.**

- F. Mail Distribution:

Milwaukee County Sheriff's Office – Field Training Program

1. Distribute all legal mail to Occupants. (Check Housing Unit Roster for mail exceptions. GPRs do not receive mail unless otherwise dictated by the courts.)

G. Medication Pass

1. No Occupant is to be out during medication pass unless stated otherwise.
2. Occupants receive their medication through their food chute, at their cell door.
3. Check hands mouth after Occupant takes medication to ensure he is not hiding medication in his mouth.

1. Recreation:

- a. Recreation – time out (1 hour) is alternated between shifts. 1<sup>st</sup> shift Monday would give upper tier recreation, bottom tier Tuesday, and so on.
- b. Occupants may choose to shower or use telephone (if not on restrictions). RIPP belt restraints and RIPP belt shower restraints must be used accordingly during recreation time with a zip tie attached to the RIPP belt.

i. Cell Inspections:

1. Tether the Occupant to the cell door.
2. Two officers must be present at all times when taking an Occupant out of his cell for cell inspections.
3. Your housing unit partner will hold the Occupant in an escort hold facing the cell door.
2. While conducting your cell inspections look for weapons, graffiti, damage to cell, and general contraband.

- J. Lunch Meal Distribution: 1200-1230:  
Same procedures as Breakfast.

K. Inspections

1. Housing unit inspections are completed every ½ hour.
2. Make sure you scan the Schlage box as rounds are conducted.
3. LOOK into each cell as you conduct a complete inspection.
4. Ensure Occupants are not hanging sheets or blankets over window.
5. Ensure no Occupant is in physical distress.

**DURING INSPECTIONS, DO NOT TAKE SHORT CUTS THROUGH THE FIRE EXIT DOORS DURING HOUSING UNIT INSPECTIONS.**

**Disciplinary 4D 2<sup>nd</sup> Shift**

- A. Assume Duties 2<sup>nd</sup> Shift  
Same as 1<sup>st</sup> shift.

## Milwaukee County Sheriff's Office – Field Training Program

### B. Meal Distribution

Same as 1<sup>st</sup> shift.

### C. Medication Pass

Same as 1<sup>st</sup> shift.

### D. Mattresses

1. Mattresses that are removed will be returned to the disciplinary Occupant (s) at 2130.

## 4D 3<sup>rd</sup> Shift Procedures

### A. Assume Post:

1. Debrief with previous shift officer.
2. The 2<sup>nd</sup> shift officer remains in housing unit until the 3<sup>rd</sup> shift officer completes his/her Formal Inspection/Count.
3. Once housing unit count, cell chutes, and reconciliation has been completed the 2<sup>nd</sup> shift officer may leave.

### B. Duties:

1. Inspections are conducted every ½ hour.
2. Assist with early morning court medication pass.

### 1<sup>st</sup>/2<sup>nd</sup> shift

\*\* If there is an all call to anywhere in the facility, 2 officers will respond if possible, from Housing Unit 4D, with a RIPP belt/belts. 2 officers are to remain in Housing Unit 4D at all times.

\*\* If a Medical Emergency is called to anywhere in the facility, 1 officer will respond from 4D, and normal 4D operations will resume unless otherwise notified by a supervisor or Master Control.

\*\* If there is any biohazard substance in any of the dayrooms, all recreation times will cease until the substance is cleaned and sanitized by the 3D biohazard Occupant workers.

\*\* Occupants that are brought to Housing Unit 4D will be changed over into red clothing as well as given clean socks, underwear and a t-shirt. Any property brought to Housing Unit 4D for newly arriving Occupants will be searched, taken to the Housing Unit 4D property room and placed in the corresponding box for the cell that the Occupant is housed in. Occupants on discipline are only allowed to have hygiene products and legal mail in their possession.

\*\* Tuesdays and Friday are linen day. A linen list for Housing Unit 4D is located on the DSB shared drive. The list should be updated daily at the beginning of the shift. When the linen is

brought into the pod, linen is exchanged with the Occupants on a piece for piece basis, to avoid Occupants keeping and having more linen than they are allowed.

# *BOOKING PROCESS*

## *ACCEPTING NEW ARRESTEES*

**Booking Security:** The Booking Security officer maintains the orderly operation of the booking room and assists the booking supervisor.

Assume Post:

- A. The Booking Security officer attends roll call.
  1. Obtain keys and radio from the booking tower radio charger.
- B. Shift Change:
  1. Log into computer, and CMS.
  2. Conduct an inspection. Ensure you check all cells in order to account for all possible Occupants.
- C. Reconcile Count:
  1. Count all movement cards and verify count in Occupancy Overview.
  2. Complete beginning of shift numbers, placing a copy on the Intake Supervisors desk.
- D. New Bookings:
  1. Collect all new bookings movement cards from Photo-Id
  2. When notified by classification of housing assignment, the Male Changeover officer to begin the housing process.
- D. Inspections:
  1. Conduct formal and irregular inspections at least every ½ hour.
  2. At 1300 and 2100 hours complete a formal wristband check and count. Notify the Lieutenant completing count.

## Milwaukee County Sheriff's Office – Field Training Program

### F. Meal Distribution:

1. Any Occupant in the Booking room awaiting transfer to a housing unit will receive 1 sandwich or bag lunch for a meal.

### G. End of Shift:

1. Approximately 30 minutes from the end of your shift, complete a final inspection of all booking room cells and of all Occupants in the Booking Room.
2. Keep keys, taser and radio for next shift.
3. Debrief the next shift officer.

**Search:** The Search officer conducts proper searches of all new arrestees entering the facility. In addition, the officer inventories all Occupant property on their person, which is not allowed into the facility.

### A. Assume Post:

1. All officers attend roll call.
2. Obtain a set of keys from the Pre-Book tower, radio from Pre-Book tower radio charger, and taser from previous shift or radio room.

### B. Beginning of Shift Duties:

1. Count and log all search packets and bags of property left from previous shift. Notify the Booking Security officer of count.
2. Search all bathrooms in the Pre-Book area for any contraband.
3. Obtain search packets from the Pre-Book or Search area.

### C. New Booking Procedure:

1. If the Occupant is a MCSO arrest, uncuff the Occupant from the Pre-Book bench. Milwaukee Police Department (MPD) arrests must be uncuffed by the MDP Pre-Book officer.
2. Escort the Occupant to the search area. Have him/her remove their shoes and place them into a plastic search bag. Occupants are only allowed to wear one shirt, one pair of pants, one pair of socks, and one pair of underwear. Any female Occupant wearing a bra with metal under wire MUST remove the bra and have it logged into their property. All excess clothing must be logged into their property with the property clerk.
3. All earrings, watches, tongue piercing, eyebrows, and all necklaces must be removed and logged into their property with the property clerk.
4. Any money entering the Milwaukee County Jail must be entered into the search Kiosk. The money must be logged into CMS with the total amount of money collected from the Occupant. **(Always be sure to save entry before continuing.)**





Milwaukee County Sheriff's Office – Field Training Program

5. Conduct a proper custodial search. Ensure that you check under the tongue and the inside of the mouth. Use a metal detector and check arms, back, chest, waist, and legs.
6. Check under soles of the Occupant's shoes and look for hiding places.
7. Give the Occupant a pair of jail issued flip-flops. Escort the Occupant to the Booking Room and direct them to their assigned area.
8. If needed the search officers will search the kitchen workers prior to their return to the housing unit.
9. If needed the search officers will print the money reconciliation form and take it along with the cash box to the cashier to have it counted and logged.
10. Return the search radio to the Booking Room Tower charger and return the booking keys to the Pre-Book tower at the end of the shift.
11. If a 72-hour no-contact order accompanies the search packet, be sure to fully explain the details of the order and obtain a signature from the Occupant. The white copy will remain in the packet and the remaining copy will be issued to the Occupant for their information.


**Pre- Book:** The Pre-Book officer reviews all paper work of incoming arrestees and determines if the arrestee is eligible for acceptance into the facility.



A. Assume Post:

1. All officers' attends roll call.
2. Obtain keys, taser and radio from Pre-Book tower radio charger.
3. The Pre-Book Officer is responsible for controlling, tracking, and retaining the inventory of booking keys located within the Pre-book tower.

B. Duties:

1. Count and log all packets left from previous shift, as well as count and log all Occupant s left on the Pre-Book Bench and any Occupants waiting in the Sallyport.
  2. Maintain control of the Express Sallyport panel. Ensure that all sliding doors are secure when not in use.
  3. Monitor occupants on the Pre-Book bench and in the Sallyport at all times. **(One Occupant per single handcuff on the Pre- Book bench for a maximum of 14 Occupants is allowed.)**
  4. Monitor the usage and signing out of various keys located within the Pre-Book tower. Be sure these keys are collected prior to the ending of your shift.
  5. Log any medical refusals in the jail log and be sure to notify a Supervisor. Make a copy of all medical refusal ADRs. **(All refusals require to notify a Supervisor.)**
  6. When notified of any Keep Separates, complete 2 green Keep Separate cards. One is placed into the Occupant's packet and the other is given to the Booking Supervisor. Notify classification and the Booking
- 

## Milwaukee County Sheriff's Office – Field Training Program

Supervisor when the Keep Separate form has been completed, as both must sign the form.

7. All domestic violence summary arrests require a pink 72-hour no-contact form. This completed form is placed into the Occupant's packet for the search officers to explain to the Occupant and obtain the Occupant's signature.
8. Carefully monitor any Occupant on a 48-hour probable cause. The Pre-Book officer must determine if the 48 hours has or will be in jeopardy of expiring. All misdemeanor summary arrests must be taken to the Court Commissioner by the arresting agency within 48 hours. **(All misdemeanor charges with expired or expiring probable cause will be refused UNLESS a copy of the signed criminal complaint accompanies the CR-215.)**
9. All Milwaukee Police Department (MPD) warrants with a "J" on the warrant must have a copy of the warrant accompanying the ADR. A supervisor must be notified if an MPD arrest is refused on a "J" warrant due to insufficient paperwork or an incomplete ADR.

**Note: Any detainees that have reached the age of 17 and are charged with violations of federal, state, civil law or municipal violations will be housed in the county jail. Arrestees under the age of 17 are allowed if they arrive with juvenile waivers or menace order signed by a judge. Juvenile traffic offenders regardless of age are held at the CDC.**

10. Log all movement into and out of the sally port.
11. Count and log all packets and all Occupants left for the next shift. Count and log the total number of MPD arrests and arrests from other agencies.
12. Debrief the next shift officer and return the radio to the Pre-Book tower radio charger

### Fingerprint Officer / Photo ID

#### A. Assume Post:

1. All officers attend roll call.
2. Obtain keys, taser and radio from Pre-Book tower radio charger or from the previous shift officer.

#### B. Duties:

1. Log into the fingerprint computer.
2. Begin to fingerprint Occupants. Be sure to enter the Occupants booking number into the computer. VERIFY that the Occupant that was booked is the Occupant being fingerprinted.
3. Roll all fingers ending with the palms and side of palms.
4. Save and Send the card.
5. After the Occupant has been fingerprinted allow the Occupant to sit in the Booking Room open waiting area.

## Milwaukee County Sheriff's Office – Field Training Program

6. ALL State and MSDF Occupants arriving at the Milwaukee County Jail will be fingerprinted.
7. **ALL Occupants are to be booked and fingerprinted** while at the Booking Desk unless circumstances prevent the prints from being taken. **(Discipline or Booking Room lockdown.)**
8. At end of shift be sure to return radio, taser and keys or transfer them to the next shift officer assuming your post.

### C. Duties:

1. Count and log all photo packets left from previous shift. Notify the Booking Security officer of count.

### D. Booking Process:

2. Call the Occupant to the booking area to be booked in.
3. Verify the Occupant's date of birth.
4. Explain all charges to the Occupant and answer any questions.
5. Ask for as much information as possible from the Occupant (**tattoos, alias names, etc.**).
6. Any additional information can be retrieved from the ADR. Use the ADR to locate any information that the Occupant is not providing such as: social security number, phone numbers and addresses.
7. Enter all information into CMS.

### E. Processing Photo:

2. Use the photo id software to capture the Occupant's image. Noting any Keep Separates with a Keep Separate custody card and wristband. Then print the Occupant photo card.
3. Place Occupant stickers on the two middle cards. The bottom custody card will be placed into the Occupant's packet. Place the classification custody card and the Occupant custody card into the custody box.
4. The top custody card is used to make the Occupants wristband: orange-felony, blue-misdemeanor.
5. Secure the wristband onto the Occupant's right wrist.

### E. Shift Change:

1. Count all photo packets being left for the next shift.
2. Report that number to the Booking Security officer.
3. Return keys, taser, and radio at the end of shift or turn over to the next shift officer assuming your post.

## Male Changeover

### A. Assume Post:

1. Attend roll call.
2. On 1<sup>st</sup> shift obtain radio room keys from Lieutenant's office and assist with radio room (**signing out radios and taser**). Upon completion of

## Milwaukee County Sheriff's Office -- Field Training Program

handing out radios from radio room report to booking room and obtain keys from Pre-Book tower and radio from Booking tower radio charger.

### B. Duties:

1. Check with Booking Room Security officer at start of shift for any changeovers left from previous shift.
2. Set up changeover area: blue blankets, sheets, towels, care pack, and Milwaukee County Jail Occupant handbook.
3. Notify Master Control when available for assignments: class moves, G level escorts etc.
4. Complete male changeovers as assigned, hand in all inventoried property sheets to the property clerk so that all clothing could be entered into CMS accordantly.
5. Escort Occupants to changeover area. Only 5 Occupants can be changed over at one time. Any other Occupants present can be locked into the bullpen area. Be sure to conduct inspections of the bullpen area if occupied.
6. Obtain property forms from the changeover area; give each Occupant a blue property bag with a number on the side. Write the property bag number on the property form. Document on the property form what the Occupant is wearing: shirt color, pants color, sock color, underwear color etc. Escort Occupants to the shower room changeover area. All Occupant Street clothes must be placed into the blue bag. Ensure the Occupant signs the property form. Slide the property bag through the shower room window to the property room clerk. **(Be thorough. Ensure ALL personal clothing has been removed and placed into the property bag. Check socks and underwear.)**
7. All Occupants must shower before being taken to their housing units. Ensure each Occupant has received a Milwaukee County Jail uniform.
8. The property Clerk will enter all correct jail issued clothing sizes under Occupants issued property in CMS (All housing unit Officers must confirm linen sizes are in CMS for linen exchange, if63
9. not they must enter the correct size in).
10. Escort Occupants to their housing units.
11. Assist with the House of Correction bus. (Depending on shift)
12. Return keys, taser, and radio to radio room, or turn over to next shift officer assuming your post.

### Female Changeover:

#### A. Assume Post:

1. Attend roll call.
2. Obtain radio room keys (on second shift) from Lieutenant's office and assist with radio room duties (signing out radios) and tasers. Upon completion of handing out radios from radio room report to booking




Milwaukee County Sheriff's Office – Field Training Program

room and obtain keys from pre-book tower and radio from booking tower radio charger or previous shift officer.

B. Duties:

1. Check with Booking Room Security officer at start of shift for any changeovers left from previous shift.
2. Set up changeover area: blue blankets, sheets, towels, care pack, and Milwaukee County Jail Occupant handbook.
3. Notify Master Control when available for assignments: Class moves, G level escorts, General facility movement, etc.
4. Complete female changeovers as assigned.
5. Escort Occupants to changeover area. Only 5 Occupants can be changed over at one time.
6. Obtain property forms from the changeover area; give each Occupant a blue property bag with a number on the side. Write the property bag number on the property form. Document on the property form what the Occupant is wearing: shirt color, pants color, sock color, underwear color etc. All Occupant street clothes must be placed into the blue bag. Ensure the Occupant signs the property form. Slide the property bag through the shower room window to the property room clerk.
7. All Occupants must shower before being taken to their housing units. Ensure each Occupant has received a female Occupant jail uniform.
8. The first shift female changeover officer is responsible for administering breaks to the Floor Control officers throughout the shift. **(This also includes breaks in CIU on the weekend.)**
9. Escort Occupants to their housing units.
10. Perform searches on new female Occupants and female courts when needed.
11. If not otherwise assigned, officer will respond to all call and medical emergency situations.
12. Assist with the House of Correction bus. (Depending on shift)
13. Enter all correct jail issued clothing sizes under Occupants issued property in CMS.
14. Debrief next shift officer.
15. Return keys, taser, and radio to radio room, or turn over to next shift officer assuming your post.



**Floor Control 1<sup>st</sup> 2<sup>nd</sup> shifts:** Maintains floor security, Floor Control is responsible for housing unit for housing unit and main floor access.

A. Assume Post:

1. Go directly to post after roll call.
2. Debrief with previous shift.

**B. Duties:**

1. Control access to floor. (Ensure floor control sliding doors are secured unless there is an emergency then keep gate open).
2. Maintain key box (behind desk on wall).
3. Start and Complete Visits when visitors arrive on floor control with correct paperwork
4. Distribute housing unit sheets, mail or any other pertinent paperwork to pod officers.
5. Continuously monitor housing unit cameras at ½ hour irregular intervals.
6. When officers are at break, answer intercom calls from Occupants. Be sure to secure control of the Housing Unit's touch screen station during their absence from the Housing Unit.

**Note: There are two officers at each floor control post on 3<sup>rd</sup> shift. The housing units are not manned; the exception to this is SNC, 4D, and 3D. The floor control officers take turns completing housing unit inspections every ½ hour.**

**Transfers/New Bookings:**

**A. Receiving Transfers/New Bookings:**

1. Give Occupant the Housing Unit expectations and provide the Occupant with his/her assigned cell number.
2. Occupant should be listed in the housing unit under Occupancy Overview and Building Image display by classification.
3. Write Occupant in on current Housing Pod Sheet.

**Transfers Out/Releases:**

**A. Release procedures:**

1. Release officer notifies housing unit officer.
2. Housing Unit officer notifies Occupant (inspect cell prior to Occupants departure).
3. The Occupant is responsible to bring all linen to yellow bin in the front of the Housing Unit.
4. The Occupant cleans cell – throws away all trash.
5. Movement/Release officer arrives to pick up Occupant.
6. Give the Occupant's tier card to the escorting officer.
7. Adjust Pod Sheet.

## OCCUPANT HANDBOOK

### INTRODUCTION

While you are in the Milwaukee County Jail, your basic needs will be met, your rights will be protected, and you will reside in a safe and secure environment. The Milwaukee County Jail is a direct supervision facility. This means you must comply with jail rules and regulations and follow the instructions of staff members. Your cooperation will allow you access to privileges and programs.

### EXPECTED BEHAVIOR

As an Occupant in the Milwaukee County Jail you are expected to:

- Follow all rules and regulations
- Comply with all orders/directions from jail staff
- Maintain good personal hygiene consistent with group living
- Maintain a clean and orderly cell/common area
- Respect jail staff, volunteers & other Occupants

Unacceptable behavior may result in a loss of privileges and isolation from other Occupants and/or a move to a disciplinary housing unit.

### OCCUPANT RIGHTS

You have the right to:

- A safe & secure environment
- Be treated with respect, impartiality and fairness
- Freedom of religious affiliation and worship
- Correspond with family & friends
- Correspond with the news media
- Access court & legal counsel
- Medical and dental care
- Nutritious meals
- Clean clothing, bedding, showers, shaves & hair care
- Daily exercise
- Protection from abuse, corporal punishment, personal injury, disease and damage to or theft of your property

### MEDICAL & DENTAL CARE

This care is available at the MCJ facility. The following procedure is to be followed when requesting medical/dental care:

- Occupants will complete a “Non-Emergency Health Care Request” (Pink and White) form properly completing all information. This form is a request to be seen by a licensed member from the Health Services Unit. Completion of this form does not guarantee a visit from a health care professional but does ensure it will be reviewed.
- There is a \$20.00 co-pay charge for medical care and an additional \$10.00 fee for the dentist. The money will be deducted from your commissary account. If you are indigent, a negative balance will be entered. Your medical and dental care needs will be addressed regardless of your ability to pay.

## Milwaukee County Sheriff's Office – Field Training Program

- **“Non-Emergency Health Care Request” forms are collected by nursing personnel 7 days a week in the evening. The form is attached to your medical file where a nurse will review it. Occupants with urgent medical problems will be seen first.**
- **If your condition warrants, the nurse may refer you to the doctor or the nurse practitioner at no additional cost.**

### Good Oral Health Care: Why Brush your teeth?

- **Prevents tooth decay and cavities. Tooth decay can lead to more serious problems, such as infection.**
- **Prevents gum (periodontal) disease, which damages gum tissue and the bones that support the teeth.**
- **Prevents bad breath.**
- **Improves your overall health.**

### Brushing Technique:

With the toothbrush at a 45 – degree angle against the outer surface of your teeth and gums use gentle circular strokes overlapping your strokes as you move from the back of your mouth to the front of your mouth.

With the toothbrush at a 45 – degree angle against the inner surface of your teeth and gums use gentle back and forth circular strokes.

After you complete brushing all the outer and inner surfaces of the teeth next to the gum, go back and brush the “tops” or chewing surfaces of your teeth.

Use the “tip” of your brush to clean the inside of the upper and lower front teeth using a gentle up and down stroke.

### MENTAL HEALTH CARE

This care is available at the MCJ Facility. The following procedure is to be followed when requesting Mental Health care:

- **Occupants will complete a “Non-Emergency Health Care Request” (Pink and White) form properly completing all information. This form is a request to be seen by a licensed member from the Mental Health staff. Completion of this form does not guarantee a visit from a Mental Health staff member but does ensure it will be reviewed.**
- **There is no charge for Mental Health services.**
- **“Non-Emergency Health Care Request” forms are collected by nursing personnel 7 days a week. Mental Health requests are forwarded to Mental Health staff and reviewed.**
- **If your condition warrants, the psychiatric social worker may refer you to be seen by a psychiatrist or other Mental Health provider.**

### MAIL

You may receive an unlimited amount of mail five days a week and send out an unlimited amount of mail seven days a week. You are permitted to subscribe to books, magazines, newspapers & printed materials that must come directly from the publisher via US mail. The following additional rules apply to mail:

- **Officers will open/inspect all incoming mail & forward to the pods for distribution.**
- **You may receive correspondence, non-Polaroid pictures & funds (money orders/checks – funds are placed in your account & you receive a receipt; no cash). Any other items are unauthorized.**





## Milwaukee County Sheriff's Office – Field Training Program

- Unauthorized items are contraband and will be confiscated and disposed of according to the Central Facility policy.
- All outgoing mail must have your full name and housing assignment in the upper left-hand corner of the envelope. Your mailing address is:


(Your full name) & Booking ID#  
Floor, Pod & cell number  
949 N. 9<sup>th</sup> Street  
Milwaukee, Wisconsin 53233  
County Correctional Facility-Central

### TELEPHONES

Telephones are located in the Booking Room & Pods. You will share the telephones with all Occupants in the pod. All telephone calls are monitored / recorded.

Telephone privileges will begin after your housing unit passes daily inspections. You are permitted to use the telephones when you are in the dayroom. Out-going calls are collected unless using phone credits. If the person you are calling accepts the call, they will be charged for the call. All calls are limited to 15 minutes and then the call is cut off by the system. No three-way calls are allowed. Abuse or illegal use of the telephone privileges will result in loss of privileges, disciplinary action or criminal charges. Housing Unit telephones will not accept incoming calls. Upon verification, MCJ staff may convey messages from your attorney regarding legal issues or messages from immediate family regarding serious illness or death.

### PROPERTY




Only certain types of property can be transferred to prison. Before you are transferred to any facility you will be asked to sign a property release form allowing someone to pick up your property. If no one picks up the property, it will be destroyed after 10 days.

### USE OF FORCE

Officers will use force when necessary to protect staff, visitors and Occupants from death, to prevent escape, bodily injury and/or to maintain order.

### GENERAL POD RULES

**Fight/ Flood/ Graffiti Policy:** No fighting, No flooding, No graffiti. Any Occupant that participates in a physical altercation will be placed in disciplinary housing may lose good day privilege pending a hearing, and their case may be reviewed by DA's Office. A housing unit can be locked in until a proper investigation or thorough interviews are completed by CJF Classification Officers or the Milwaukee County Sheriff's Office CID.

- Occupants are not allowed to cross the red line. Crossing the redline could be considered an act of aggression towards the officer.
  - No walking around in the day room
  - No cell visiting
  - No touching the television to adjust volume control or channel change
  - No standing in cell door ways
  - Beds must be made
  - When ordered to lock in, you must lock in (45 Seconds).
  - Do not touch the Officers desk.
  - Housing unit officer will advise the housing unit when to approach the officer's desk to address any questions or concerns
  - 4 Occupants to a table
  - You must be standing while on the phone (special circumstances will be considered).
  - Do not approach supervisors that enter the housing units any questions should be directed to the housing unit officer ahead of time.
- 

## Milwaukee County Sheriff's Office – Field Training Program

- During med pass everyone should be seated on their beds unless they are receiving meds. (Noise level should remain low or progressive discipline will follow).

### VISITING:

Visiting days for Occupants incarcerated at the Milwaukee County Jail will be allowed on Tuesday, Saturday, & Sunday. 2 sessions are held:

- Session 1: 7:00 a.m. – 1:30 p.m.
- Session 2: 3:00 p.m. – 9:30 p.m.

Session 1: 7 a.m. – 10 a.m. & Noon – 1:30 p.m.

Session 2: 3 p.m. – 5 p.m. & 7 p.m. – 9:30 p.m.

Visits are scheduled using the first letter of your last name:

- Tuesday A-L Session 1; M-Z Session 2
- Saturday A-L Session 2; M-Z Session 1
- Sunday A-L Session 1; M-Z Session 2

Occupants can receive one visit per day: 2 per week. Two adult (18 & older) visitors are allowed each visit.

- Visiting is on a first come first serve basis and sign-in begins 30 minutes prior to any session.

### GRIEVANCES

If you feel that you are being treated unjustly or unfairly you may file a grievance. A grievance must:

- Address an issue personally affecting an Occupants in the area of health, welfare, a facility operation or service.
- Address a rule or procedure.
- Address a complaint of oppression or misconduct by an employee.

You should file a grievance only after you have addressed the problem with the pod officer and are not satisfied with the result.

Grievance Procedure:

1. Complete a written grievance form
2. If you need help completing the form, ask the officer or request the assistance of an advocate.
3. The completed grievance will be placed in the designated locked box located at the workstation.
4. Special Projects will review your grievance and send you a written response within (7) working days of receiving the grievance.

### DISCIPLINE CATEGORIES & RANGES

<u>Category</u>	<u>Range</u>	<u>Median</u>
I	0 to 24 hours	N/A
II	1 to 5 days	3 days
III	1 to 10 days	5 days
IV	1 to 15 days	8 days

## Milwaukee County Sheriff's Office – Field Training Program

V                      1 to 20 days                      10 days

### M. REPEAT VIOLATIONS

Enhanced penalties shall be used when:

- An Occupant accumulates an additional violation for a rule he/she was previously disciplined for.
- The second or subsequent violation occurs during the Occupant's present custody period. The hearing officer may impose a sanction equal to twice the median sanction for a second violation and three times the median for a third or greater occurrence (this procedure is not applicable to Category 1 violations).

### N. CATEGORY 1

- 101 Possession of unauthorized clothing
- 102 Possession of excess clothing/bedding
- 103 Failure to keep dorm clean according to jail standards
- 104 Littering
- 105 Affixing items to walls, doors, vents, windows or lights fixtures
- 106 Wearing headbands or head coverings without authorization
- 107 Failure to be fully dressed when out of cell
- 108 Storing drinks or foods other than unopened packaged foods purchased through the commissary
- 109 Failure to remain silent during Occupant movements through the facility
- 110 Disobeying verbal or written orders from any staff
- 111 Verbally or physically demonstrating disrespect to any staff member
- 112 Refusal to report for work on an assigned Occupant job
- 113 Horseplay
- 114 Possession of contraband
- 115 Violation of safety or sanitation regulation

### CATEGORY 2

- 201 Intentional removal of ID bracelet
- 202 Use of obscene language to jail staff
- 203 Defacing county property
- 204 Being in an unauthorized area
- 205 Participating in gang-related activity or communication whether verbal or nonverbal
- 206 Possession of stolen property
- 207 Theft
- 208 Disobeying verbal or written orders from officers
- 209 Engaging in inappropriate physical contact
- 210 Making sexual threats, proposals or gestures
- 211 Intentionally damaging jail non-security or non-safety equipment
- 212 Committing any act that disrupts the orderly operation of the jail
- 213 Threats to another person
- 214 Indecent exposure
- 215 Possession of unauthorized medication
- 216 Misuse of authorized medication
- 217 Possession and/or manufacture of unauthorized beverages
- 218 Possession of unauthorized monetary items, i.e. credit cards, money, checks, etc.
- 219 Failure to cooperate with jail count
- 220 Violation of visiting regulations
- 221 Violation of telephone or mail regulations
- 222 Gambling

## Milwaukee County Sheriff's Office – Field Training Program

- 223 Possession and/or use of smoking materials
- 224 Failure to comply with Classification procedures
- 225 Failure to follow the directions of Court Service Officers while being transported to or from court or during any judicial proceeding
- 226 Presenting false information to staff
- 227 Tattooing

### CATEGORY 3

- 301 Tampering with any permanent building fixture
- 302 Refusing an order to lock in
- 303 Throwing or projecting any item or substance
- 304 Committing any act which necessitates a security search by staff

### CATEGORY 4

- 401 Intentionally damaging jail security or safety property
- 402 Committing any act that disrupts a judicial proceeding
- 403 Participation in a disturbance requiring CERT or K9 Team
- 404 Extortion or blackmail
- 405 Committing any act that requires staff to use force against an Occupant
- 406 Possession of another Occupant's ID bracelet
- 407 Committing any act that requires the use of force by Court Services while being moved to, from or during a judicial proceeding
- 408 Throwing, smearing or the inappropriate intentional misplacement of any bio-hazardous substance
- 409 Possession of a controlled substance
- 410 Flooding or causing leakage to cells, walls or floors.

### CATEGORY 5

- 501 Assault
- 502 Sexual Assault
- 503 Arson
- 504 Possession of weapon or dangerous instrument
- 505 Participation in riots
- 506 Escape or attempted escape
- 507 Fighting

### HEARING & APPEALS

When you are charged with a Category 1 violation you will be advised by the pod officer of the rule violated and the amount of lock-in time to be imposed and you will report to your cell immediately.

When you are charged with a Category 2-5 violation, you:

- Will be given a copy of the disciplinary notice 24 hours prior to a hearing that contains the rule(s) violated and a description of what happened.
- Will be scheduled for a hearing within (7) days of the violation. The hearing may be conducted earlier if you waive the 24-hour notice.
- May attend the hearing but have the option of waiving your right to attend by submitting written statement to the hearing officer.
- Will be given an opportunity to call witnesses who have relevant information to the charges and to present documentary evidence on your behalf except when doing so would jeopardize security. Reasons for denying such a request are to be stated in writing and given to the Occupant. However, Occupants do not have the right to confront or cross-examine witnesses or the right to civilian counsel.
- Will receive a written copy of the hearing officer's decision.

## Milwaukee County Sheriff's Office – Field Training Program

- If you wish to appeal the decision: Submit an appeal in writing to the Inspector within 14 days of receiving the decision. The Inspector will review your appeal & make a decision within (7) working days of receiving it. A written copy will be given to you. The Inspector's decision is FINAL.

### EARNING GOOD CONDUCT

Occupants at the Milwaukee County Jail will earn good conduct time in accordance with State Laws. Good conduct time is given to Occupants serving a misdemeanor sentence or commitment issued from the Milwaukee County Sheriff's Office and based on Wis. Statute 303.19(3). In this case, (5) days of good conduct time will be given at the end of each month provided there are no violations of institution rules.

### VOTING

The librarian is a Deputy Registrar with the City of Milwaukee Election Commissioners. Upon written request, the librarian will assist you with registration and absentee voting. All registration forms must be received at the City Election Commission by 5p.m., exactly 20 days prior to all elections (3<sup>rd</sup> Wednesday before Election Day).

If you are already a registered voter and wish to vote by absentee ballot, your request for an absentee ballot must be received at the City Election Commission by 5p.m. on Election Day.

### POSSESSION

Per SC6.3.1 of the Milwaukee County Sheriff's Office Milwaukee County Jail Policy and Procedure Manual the following items are authorized for Occupant possession:

<u>Item(s)</u>	<u>Quantity</u>
Legal papers	Unlimited
Radio	One (1) Purchased via Commissary
Books/Magazines	Five (5)
Newspapers	One (1)
Eye glasses	Prescriptions only
Bible	One (1)
Photos	Ten (10) non-polaroid
Stationary	Unlimited
Envelops	Unlimited
Stamps	Unlimited
Combs	One (1)
Toothpaste	Two (2) tubes
Toothbrush	One (1)
Soap	Two (2) bars
Deodorant	Two (2)
Shampoo	Two (2)
Plastic Cup	One (1)
Styrofoam Cup	One (1)
Occupant handbook	One (1)
Mail	Ten (10) pieces

### CLOTHING: Jail issued orange and blue

Jail pant	One (1)
Jail shirt	One (1)
T-shirt	One (1)
Underwear	One (1)
Socks	One (1) pair
Shower shoes	One (1) pair

## Milwaukee County Sheriff's Office – Field Training Program

Towel	One (1)
Washcloth	One (1)
Sheets	Two (2)
Blanket	One (1)

### GOOD TIME:

An Occupant that is a sentenced misdemeanor or felon may have received good time from the courts during sentencing.

Any Occupant that commits a violation from category 2-5 will be sent to the discipline unit. If the violation includes, but is not limited to, a physical altercation that Occupant may lose "Good Time" awarded by the court. An Occupant may lose up to 2 days per violation.

### REPORTING SEXUAL ABUSE:

An Occupant that feels that an Officer or another Occupant has sexually assaulted, committed sexual misconduct, or has had sexual contact with an Occupant must report these actions immediately. An Occupant may report this using the grievance system, notifying staff (to include but not limited to trusted officers, PSW staff, or medical staff). All allegations will be investigated. This is in compliance with PREA 2003.

The Milwaukee County Sheriff's Office Policy on Staff Sexual Misconduct specifically forbids any activity associated with or that promotes acts of sexual conduct (including sexual harassment) between offenders and MCSO staff, employees, volunteers, professional visitors or contractors.

Sexual Misconduct occurs when a person in trust or authority engages in behavior of a sexual nature with an Occupant. It is a breach of the professional relationship that exists between a correctional staff member and an Occupant.

This behavior violates State Law and MCSO policy. Wisconsin Statute 940.225(2)(h) makes it a criminal offense for correctional staff members to have sexual contact or intercourse with an individual confined in a correctional institution. Staff members will be terminated, and if convicted may be fined up to \$100,000 and imprisoned up to 40 years.

# Milwaukee County Sheriff's Office – Field Training Program

## Policies and Procedures:

All policies and procedures for the Milwaukee County Jail are located on the go Milwaukee Intranet. Below are a few of the important policies you should know and adhere to. It is **your responsibility** to know the policies and procedures of the Sheriff's Office and specific Bureau that you are assigned to.

The screenshot shows a web browser window displaying the Milwaukee County Office of the Sheriff's Intranet. The page title is "Milwaukee County Office of the Sheriff Policies and Procedures". The left sidebar contains a navigation menu with categories like "Office of the Sheriff", "Administrative Services", "Correctional Services", and "Inmate Services". The main content area lists various policies and procedures organized into sections:

- Administrative Services:**
  - AS 1 Administration
  - AS 2 Staff Training
  - AS 3 Personnel
  - AS 4 Staff Sexual Conduct Policy
  - AS 5 Volunteers
  - AS 6 Inmate Service Providers
  - AS 7 Recruit. of Correctional Services
  - AS 8 Responsibility of Supplies and Services
- Correctional Services:**
  - CS 1 Communications
  - CS 2 Arrest
  - CS 3 Logs, Records and Reports
  - CS 4 Inmate Intake
  - CS 5 Inmate Care
  - CS 6 Inmate Movement
  - CS 7 Transportation of Inmates Outside of Facility
  - CS 8 Pest Control Procedures
  - CS 9 Maintenance
  - CS 10 Inmate Death
  - CS 11 Use of Official and Personal Vehicles
  - CS 12 OIB (OIC) TIME Terminal Access Controls
  - CS 13 Hospital Intensive Security Directed Mission
  - CS 14 Sanitation
- Emergency Services:**
  - ES 1 Fire Safety
  - ES 2 Medical Emergencies
  - ES 3 Evacuation Rules
  - ES 4 Hostage Situations
  - ES 5 Weather and Natural Disasters
  - ES 6 Riots
  - ES 7 Emergency Responses Outside
  - ES 8 Bombard
- Inmate Services:**
  - IS 1 Commissary
  - IS 2 Food Service
  - IS 3 M. phone
  - IS 4 Laundry
- Other:**
  - IS 1 Classification
  - IS 2 Release of Inmates
  - IS 3 Inmate Grievance System
  - IS 4 Rules and Discipline

August 18, 2005

Revised Numbering

## 102.00 SEXUAL HARASSMENT POLICY

I Sheriff David A. Clarke Jr., my staff, affirm the Milwaukee County Sheriff's Office commitment to a policy that demands respect for the human dignity of all agency personnel. That policy cannot succeed where sexual harassment exists.

Sexual harassment of personnel is a matter of deep and personal concern to my staff and me. While the concern has been expressed on several occasions in the past, it is important to reiterate this agency's policy on the issue.

It is the responsibility of every member, and every supervisor, sworn and civilian, to ensure that any instances of sexual harassment are dealt with promptly and fairly in order to promote a climate within the agency that will not tolerate such conduct. Allegations of sexual harassment will be responded to on all levels of command.

### 102.01 DEFINING THE PROBLEM

A factor contributing to improper sexual treatment is a lack of understanding as to what sexual harassment is. It is not a simple single issue, but rather a three-part problem ranging from serious crime to implied obscenities.

(1) **Sexual-related Criminal Acts:** Includes crimes such as sexually related assaults, battery, pandering, and sodomy. This category is the severest form of improper sexual treatment and must be dealt with swiftly and fairly under the law.

(2) **Sexual Discrimination:** Includes acts of preferential treatment and failure to provide equal opportunity.

Examples are giving rewards, punishments, assignments, and promotions based on reasons other than job performance and merit.

(3) **Sexual Harassment:** Includes unwelcome, sexually related obscene or suggestive language, gestures, coercion, humiliation, embarrassment, and physical contact. A key point is that the recipient of the harassment determines the term 'unwelcome'. It is not at the discretion of the person who makes the comment or gesture to decide whether that behavior is welcome or not. Dated this 18th Day of August 2005.

---

Sheriff Eamell R. Lucas  
Milwaukee County, Wisconsin



202.04 Sick Abuse  
DIRECTIVE NO. 07-06  
July 1, 2006

202.04 SICK LEAVE/ABSENTEEISM

202.04.1 PURPOSE

Absenteeism and tardiness by a relatively few employees can cause staffing problems. Absenteeism causes employees to be "held over" to work mandatory overtime after working their assigned shifts.

Some employees may not understand the basic reasons for a paid absence plan and the cost of absenteeism in general. A paid absence plan is meant to ensure that employees' pay will continue when they are ill. The plan is not intended to be an additional off-duty fringe benefit.

Employees returning from a leave related to illness of more than three (3) days must submit a doctor's statement to the supervisor stating the period of time employee was unable to work because of illness or disability.

Employees requesting use of Family Medical Leave must follow the procedure in the County's Family Medical Leave Act Policy.

Supervisors will:

1. Maintain written records of all absences and the reason given for the absences.
2. Identify the chronic absentee or potential abuser.
3. Identify the immediate causes of the absence and any possible underlying causes.
4. Assist the absentee to correct the basic and immediate causes.

202.04.2 POLICY

The following actions will be taken with any employee who is absent within a rolling year time frame. A rolling year is the 12-month period dating backward from the most recent incident. Incidents occurring earlier than 365 days prior to the most recent incident are not included in the calculation.

1st Incident: Absence recorded by supervisor.

2nd Incident: Noted on Employee Activity Documentation record.

3rd and Subsequent Incident: Refer documentation to Internal Affairs Division for appropriate disposition. Based on the disposition, appropriate disciplinary action, if necessary, will be decided by the Sheriff and may require a doctor's excuse and increment denial.

## Milwaukee County Sheriff's Office – Field Training Program

Only the Sheriff or his/her designee is empowered to deviate from the procedures because of unusual circumstances.

Time approved under the Family and Medical Leave Law or any excused absence for critical illness or contagious diseases under Section 2.22 (2) D.C. 48 Memorandum of Agreement or under Civil Service Rule VIII, Section 3, (1) (g) or critical illness under County Ordinance 17.18 (4) will not be considered for disciplinary purposes nor will time off be taken into account for job evaluation purposes or salary increment decisions.

Employees shall be allowed to use 3 hours of excused time for scheduled doctor or dental appointments for minor children. Employees are to notify supervisors in advance of the date of the appointment. Appointments are to be scheduled at the beginning or near the end of the employee's shift so as to minimize disruption during the workday. A copy of the appointment notice is to be attached to the employee's time sheet.

If you have a problem that is causing you to be absent, please contact the Employee Assistance Program (257-2124 or 1-800-236-3231). The program is designed to assist employees and families in resolving personal problems. All interviews are confidential.

### 02.04.3 DEFINITION OF TERMS USED IN THE MANUAL

**Sick Leave.** Sick leave shall include paid absence from duty because of personal illness; bodily injury not covered by worker's compensation; exposure to contagious disease; and serious illness in the immediate family of the employee and other causes as defined in Chapter 17.18 of the General Ordinances of Milwaukee County, State and Federal Family and Medical Leave Law, Civil Service Rule VIII, Section 3 (1) and applicable Labor Agreements.

**Incident.** Time off, not covered by the Family and Medical Leave Law, or excused absence which involves the use of sick or absent hours whether in increments of 0.1 hour or more or one continuous period of time.

**Absenteeism.** Failure to appear for work.

### 202.04.3 REFERENCES

Bureau Call-In Policy.  
Chapter 17.18 - General Ordinances - Milwaukee County.  
Authority - Wisconsin ss § 103.10.  
Family and Medical Leave Act 1993.  
Civil Service Rule VIII, Section 3 (1)  
D.C. 48 Memorandum of Agreement

202.04.5 PROCEDURES - SICK CALL

- A. Employees calling in sick must notify the authorized person in their assigned work area at least one hour before the start of their shift in accordance with their call-in procedure.
- B. Employees who do not report to work and fail to notify the authorized person in their assigned work area they are sick will be marked absent without pay until such time as notification is made.
- C. The following actions will be taken with employees who fail to comply with the above sick call-in requirements within a rolling year time frame.

1st Incident: Absence recorded by supervisor.

2nd Incident: Noted on Employee Activity Documentation record.

3rd and Subsequent Incident: Refer documentation to Internal Affairs Division for appropriate disposition. Based on the disposition, appropriate disciplinary action, if necessary, will be decided by the Sheriff and may require a doctor's excuse and increment denial.

- D. Health Services Unit employees who sign up for additional shifts must provide notice of cancellation of the shift(s) two weeks prior to the start of the shift.

Only the Sheriff or his/her designee is empowered to deviate from the procedures because of unusual circumstances.

*The contents of this chapter will cancel and supersede any conflicting policies, rules, orders, procedures or conflicting written directives published previously. If any part of this chapter is in conflict with any state or federal law, or held unconstitutional for any reason, that portion of this chapter in conflict will be resolved in favor of the applicable state or federal law, or constitutional ruling. This decision will not affect the validity of the remaining sections of this chapter.*

Approved,

---

Milwaukee County Sheriff's Office – Field Training Program

Sheriff Earnell R. Lucas

DIRECTIVE NO. 30 - 08

November 18, 2008

TO BE DISTRIBUTED TO ALL MEMBERS

MEMBERS TO READ AND BECOME FAMILIAR WITH

Re: RULES & REGULATIONS

The below listed policy statements are revisions of the current Rules and Regulations section of the MCSO Policy and Procedure Manual. They are to replace the rules as stated.

202.30 Use of Force

When appropriate, Deputy Sheriffs and Corrections Officers may use force in the performance of their duties. The degree of force used shall be only that which a reasonable officer would deem necessary given the same circumstances and information. The use of force shall be in compliance with training received at the Milwaukee County Sheriff's Office Training Academy.

Use of Force Definition 11.25.2

(1) Force (Chapter 11.25 (A) is modified to read): is the striking of a person by the use of a fist, hand, foot, baton, or other object (including directing a person to the wall, floor, or any other object); the application of any kind of compliance technique ("blanket" and "escort" are not compliance techniques); any action that tends to render a person unconscious, or prevents or impedes the normal flow of blood, or results in the breaking of the skin, the swelling of the body or any of the limbs; application of oleoresin aerosol spray; application of chemical agent; the pointing of a firearm where civilians, suspects, or prisoners are present; the discharge of a firearm.

(2) "Objectively reasonable" force is: "...whether the officer's actions are "objectively reasonable" in light of the facts and circumstances confronting them, without regard to their underlying intent or motivation.

Procedure 11.23.3

- Report to supervisor immediately
- Report must be written
- If witnessed use of force, report to supervisor and a report must be written

202.31 Profane / Insolent Language

Members shall refrain from using profane, discourteous, or insolent language while on duty.

202.32 Personal Information

Members shall furnish their current address, telephone number, emergency contact information and marital status information, in writing on the Employee Update form within twenty-four hours of any change, to the Milwaukee County Sheriff's Office Internal Affairs Division and to their immediate supervisor. Members are also required to make appropriate changes in the Ceridian Self-Service section of the county computer system.

202.33 Duty to Report Violations

Members shall promptly communicate to their immediate supervisor any violation of Milwaukee County Sheriff's Office rules, regulations or disobedience of orders, or violations of any Civil Service rules by any other member that may come to their attention.

Approved:

---

Sheriff Earnell R. Lucas  
Milwaukee County

Searching:

Searching a subject is one of the critical tasks performed by law enforcement or a correctional officer. Your search may be the last line of defense to ensure no Officers are injured or fatally injured. Officer safety is the number one priority for both law enforcement and corrections. We must conduct searches properly and according to policy. But first we must know the different types of searches.

There are six types of searches: visual observation, "pat down", full search,

## Milwaukee County Sheriff's Office – Field Training Program

custodial search, strip search, and body cavity search.

1. **Visual Observation:** this is a street application and the officer are visually monitoring the subject's waistband and lunge areas.
2. **"Pat Down":** This again is a street application and is also known as a Terry Stop Search. The justification for this type of search comes from the Supreme Court case "Terry vs Ohio".
3. **Full Search:** This is a street application and is completed prior to placing a subject in your squad car. This is done incident to arrest. As long as there is a lawful arrest, anything discovered in the search may result in additional charges.
4. **Custodial Search:** This type of search is strictly meant for a detained person in custody and at a correctional facility. This type of search is the most thorough without removing any clothing. The proper method is to use the "blade of the hand" to search the breast and genital area of a subject. This method is effective and professional.
5. **Strip Search:** This type of search is strictly used in a correctional setting. Per Wisconsin State Statute 968.255, the person must be detained to be the subject of a strip search. The subject must meet certain criteria according to the statute to be the subject of a strip search. Some of the criteria includes but is not limited to: the subject must be in sentenced and in custody for a felony or specific misdemeanors, must be searched by an officer of the same sex, and the search must take place away from all others not conducting the search.
6. **Body Cavity Search:** According to statute 968.255 this must be conducted by a physician, physician's assistant, or registered nurse licensed to practice in this state.

Whenever searching a subject, the officer must maintain the position of advantage. Have the subject spread their feet, bend at the knees and place their arms out to the side like an airplane; palms up. When you "set" the subject up it allows the officer a second or two of reaction time in case of a sudden assault. Maintain a professional demeanor when searching a subject. Follow agency policy with regards to searching subjects of the opposite sex.

### Military Courtesies: 223.00

#### 223.02 Policy

All members shall extend the correct the correct and proper military courtesies to officers holding a superior rank, as prescribed herein. In general, the courtesies described are to be rendered to personnel holding the rank of Captain or above, unless otherwise stated. For the

## Milwaukee County Sheriff's Office – Field Training Program

purposes of this policy, the rank “Captain” is viewed to include all agency Captains and Correctional Captains, regardless of work location or duty assignment.

(Note this policy is applicable to ranks of Lieutenant or above.)

### 223.07 Rendering a Hand Salute

Saluting is a gesture of greeting, courtesy, and respect. Generally, an officer in uniform renders a salute when they meet and recognize persons entitled (by rank) to a salute except when it is inappropriate or impractical (in public conveyances such as planes and buses, when driving a vehicle, or when actively guarding Occupants).

(Note this policy is applicable to ranks of Captain or above.)

### 223.12 Military Addresses, and Greeting of the Day

In general, an officer addressing a higher-ranking officer uses the words “Sir”, “Ma’am”, or the officers title (“Inspector”, “Captain”) in the same manner as a polite civilian speaking with a person to whom he wishes to show respect. However, in a civilian practice the manner the practice of who says “Sir” or “Ma’am” to whom is largely a matter of discretion. In the case of MSCO Staff, it is clearly defined: We address our Sergeants and higher ranks by their rank title because they’ve earned that rank.

Accordingly, supervisors shall be addressed by their rank or rank and last name, or by such titles such as “sir” or “ma’am”. Officers shall be addressed by their rank or by their rank and last name, to wit:

- “Correctional Officer” / “Officer Brown”
- “Deputy” / “Deputy Jones”
- “Captain” / “Captain Smith”
- “Sir” (as to male supervisory members of a higher rank)
- “Ma’am” (as to female supervisory members of a higher rank)

**NOTE:** Any time a Lieutenant or higher enters a Pod the officer should stand address the supervisor accordingly per policy. If a Captain or above enters a housing unit the officer shall stand, render a salute, acknowledge the command staff and order the Occupants to line up quickly and quietly by their cells. Anytime that an Occupant is being escorted through the facility and is passed by a civilian staff member, medical personnel, or a member of supervisory staff, that Occupant shall face the wall until instructed otherwise.

**Computer Programs:** Dayforce, CMS, RMS, Ceridian. If you need a password or logon reset for the computer call the Help Desk at 414-278-7819, for all other computer issues call ex: 6032 and leave a detailed message with the location/problem of the computer.



---

\_\_\_\_\_