

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

<b>CHAPTER NO.:</b> 2	<b>SECTION NO.:</b> 217	<b>REVISION DATE:</b> 11-02-2016
<b>CHAPTER:</b> ORGANIZATION AND ADMINISTRATION		<b>ORIGINAL ISSUE DATE:</b> XX-XX-XXXX
<b>POLICY:</b> Civilian and Staff Searches		

**POLICY**

In accordance with Department of Corrections Standard 350.18 (6); all persons and their property shall be subject to search upon entering the HOC. Searches are conducted to control contraband and to ensure the security and safety of visitors, inmates, and staff, to prevent escapes, to maintain sanitary conditions, to prevent theft and waste and to prevent weapons and contraband from entering the HOC.

**DEFINITIONS**

**HOC:** House of Correction  
**HSU:** Health Services Unit

**FORMS**

**PROCEDURES**

A. Visiting Lobby Screening

1. All personnel entering the HOC, via the Visiting Lobby shall be required to empty his / her pockets and place all items in a plastic tray. They will place all purses, bags, briefcases, backpacks or any other container on the x-ray conveyor to be screened.
2. They will walk through the Stand Alone Metal Detector while the officer observes.
3. If the alarm sounds, the officer will instruct the individual being screened to check their pockets for items that may have set off the alarm and place the items in the plastic tray.
4. The officer will reset the machine and instruct the individual to walk through the Stand Alone Metal Detector again.
5. If the alarm sounds again, and the officer cannot locate the source, he /she will search the individual with a hand held metal detector, passing the hand held detector over all areas of the person's body.
6. Any contraband that is located will require immediate notification to the Duty Captain (See the policy for Contraband procedures).
7. Any sworn or non-sworn personnel leaving the HOC for any reason will be required to repeat the above process upon returning.
8. Only correctional officers and those being escorted by them will be permitted to enter exit through the Visiting lobby.

Note: The exception to the above shall be an emergency requiring an immediate response from HOC Security Staff

## B. Civilian Staff Screening Procedure

1. HOC staff will be routinely searched. However, staff entering the HOC will be subject to metal detection searches and visual and/or x-ray inspection of hand carried objects.
2. This search is required to maintain the safety and security of the HOC, all employees and inmates within the facility.
3. Other County Employees, Outside Vendors

All non-sworn staff, other county employees and outside vendors will be subject to metal detection, searches, and visual and/or x-ray inspection of hand carried objects.

## C. Attorneys and Professional Visitors

1. Attorneys and other professional visitors shall enter the HOC through the main lobby at the Visitor entrance.
2. Attorneys and professional visitors shall walk through the Metal Detector and hand carried items will be x-ray searched.
3. All professional visitors will be required to print and sign their name into the visiting logbook at visiting control.
4. All contraband discovered will be removed and or seized.
5. The Visiting Officer will document, if appropriate, and submit the report to the area-supervising Lieutenant for referral to the Shift Commander.
6. Attorneys conducting professional visits with clients housed in the HOC will be allowed to bring Laptop Computers and Compact Disk Players into the secure confines of the facility. This change is being instituted in order to facilitate the review of materials pertinent to their clients' defense. Visiting Control officers will continue to inspect materials prior to allowing them into the secured confines and report any unusual items or requests to the Operations Lieutenant. Recording equipment such as Video Recorders and Cameras are not allowed, without written authorization of the Superintendent or their designee.

## D. Law Enforcement Officers

1. Properly identified law enforcement officers who enter the HOC will be routinely searched.
2. All weapons (ammunition, expandable batons, OC, TASER) shall be stored in a secured locked area prior to entering the HOC.

## E. Civilian Visitors

1. Inmate visitors shall enter the HOC through the Visitor entrance at the main lobby.
2. Inmate visitors will store all personal items in the visitor's lockers immediately after entering the visitor waiting area. They will be searched via the stand-alone metal detector.
3. If they fail to clear the metal detector or refuse to secure any metal items found, they shall not be allowed to visit.
4. Wheelchairs and crutches may be allowed.

## F. Volunteer - Visitors

1. Volunteer visitors will enter the HOC through the Visitor entrance at the main lobby. Volunteer visitors shall follow facility policy.
2. Volunteers may bring program supplies, coats, and normal pocket items (i.e. keys, money, and wallet). With approval of the HOC Command Staff and Programs Supervisor, volunteer groups may bring string guitars (non-electrical), tape players and other musical type devices as approved into the HOC. As with all items brought into the HOC, musical instruments and tape players will be hand and/or x-ray searched.
3. Items such as Cellular phones, personal pagers, cigarettes, lighters, and matches are not allowed in the secure perimeter of the HOC. The Visiting Lobby Officer will document, if appropriate, and submit the report to the Lieutenant for referral to the Corrections Manager and Programs Supervisor.

## **Methods of Searching**

### A. X-Ray - Officers may use x-ray machines in the HOC to search hand carried items by visitors and/or staff.

#### 1. The following items will be x-rayed:

- a. Hand carried items
- b. Brief cases
- c. Purses
- d. Bags
- e. Lunch bags
- f. Overcoats

#### 2. X-Ray Procedure:

- a. The visitor and/or staff place item(s) on x-ray machine conveyor belt.
- b. The items pass through the x-ray machine.
- c. The officer views the x-ray machine screen looking for contraband and/or weapons.
- d. Identifiable weapons such as guns and knives (with blades over 3 inches) will be seized. A supervisor shall be called and charges may be considered against the visitors and/or staff.
- e. Suspected contraband or weapons will result in the visitor and/or staff being requested to open the item x-rayed for further inspection, lock the item in a lobby locker, or remove the item from the HOC.

### B. Metal Detectors

#### 1. Metal detectors are used in the HOC to search visitors and/or staff. There are two types of metal detectors: the Stand Alone Metal Detector and the Hand Held Metal Detector.

#### 2. Stand Alone Metal Detector Procedure:

- a. Visitor, staff, or inmate empties his/her pockets and places all items in a plastic tray.
- b. The person being searched walks through the Stand Alone Metal Detector while the officer observes.
- c. If the alarm sounds, the officer instructs the individual being searched to check their pockets for items that may have set off the alarm and place the items in the plastic tray.
- d. The officer resets the machine and instructs the visitor to walk through the Stand Alone Metal Detector again.
- e. If the alarm sounds again, and the officer cannot find the source he/she will search the visitor with a hand held metal detector.
- f. If contraband is found, it will be confiscated prior to allowing the visitor in or the visitor shall be required to return it to his/her car

3. Hand Held Metal Detector Procedure:

- a. The officer will pass the hand held metal detector over all areas of the person's body.
- b. The officer will inform the individual when the search is complete. If contraband is found, see 'Contraband Control'.

**Vendor, Construction, Maintenance, Emergency Equipment and Personnel**

Vendor, construction, maintenance, and emergency personnel and equipment entering the HOC are subject to search for contraband. These searches may not prohibit the introduction of tools, equipment and materials necessary to maintain, or repair, the physical plant. All contractors, vendors shall sign and print their name into the Contractors logbook in the sally port.

REVIEWED AND APPROVED:

\_\_\_\_\_  
Michael Hafemann, Superintendent  
Milwaukee County House of Correction

Signature Date: \_\_\_\_\_

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

<b>CHAPTER NO.:</b> 3	<b>SECTION NO.:</b> 312	<b>REVISION DATE:</b> 11-02-2015
<b>CHAPTER:</b> RECRUITMENT, SELECTION AND PLANNING		<b>ORIGINAL ISSUE DATE:</b> 10-15-1986
<b>POLICY:</b> Volunteers		

**POLICY**

In accordance with DOC 350.31 Statutes, it is the policy of the House of Correction (HOC) to use volunteers in the facility, wherever feasible, to enhance and expand the services and programs offered to inmates. The use of volunteers within the facility permits increased personal contact for the inmates, broadens community resources for the HOC and increases public awareness of County run correctional processes.

**DEFINITIONS**

**HOC:** House of Correction

**Programs Director:** For the purpose of this policy and procedure, the Programs Director is defined as the person staffing the Assistant Superintendent in charge of Inmate Programs and Industry position

**Primary Volunteers:** Any person who has completed the requirements and has been selected to become a HOC volunteer. Primary volunteers are engaged in specific volunteer service activities on an ongoing, continuous, regularly scheduled basis.

**Support Volunteer:** Any person who has completed the requirements and has been selected to become a HOC volunteer. Support volunteers provide a one-time, on-call or single-task volunteer service.

**PROCEDURES**

**A. RECRUITMENT AND SCREENING**

**1. Recruiting**

- a. The recruiting of religious and/or other volunteers is the responsibility of the Programs Director. The Programs Director may use and assign staff under his/her supervision to facilitate the volunteer recruitment and selection process.
- b. Recruiting efforts shall involve the media, civic organizations, appropriate educational institutions, public agencies/entities and/or individuals.

**2. Eligibility**

- a. Any person of demonstrated and verifiable good character, at least 21 years of age and sufficiently mature to handle the responsibilities involved, may be eligible to become a volunteer.
- b. Ex-offenders may be accepted as volunteers, subject to the approval of the Superintendent. Consideration to severity of offense and duration of time since the last offense will be factors in determining volunteer eligibility.
- c. Relatives of an inmate housed in the HOC may not serve as a volunteer with or for the inmate to whom they are related.

- d. Ex-substance abusers may be accepted as volunteers after having been free of chemical dependency for at least five years; verification of no chemical dependency for at least 5 years must be provided by the service agency (AA, NA, etc) and/or treatment provider for the subject former ex-substance abuser.

### 3. Application

Prospective volunteers shall complete an application for Volunteer Service. Following application completion, the Programs Director, and/or the Director's designee, shall interview the applicant to determine whether he/she will meet the needs and/or requirements of the HOC and where the prospective volunteer's talents can best be utilized. Volunteers providing professional services shall be confirmed as qualified to provide these services. Following the interview, appropriate notes and/or recommendations shall be made and forwarded to the Superintendent. A background investigation will be completed, and all persons shall be checked for any criminal record. Falsification of any information during the application process will result in the individual in question being determined ineligible to act as a volunteer for the HOC.

## B. TRAINING AND ORIENTATION

1. Approved volunteers shall be briefed of all rules and procedures important to their effective functioning by the Programs Director and/or staff member designated by the Director assisted by the HOC Chaplain when an individual is a religious volunteer. Processes shall be implemented to ensure that volunteers understand their duties and responsibilities. Inmates shall receive orientation designed to help them understand the role of volunteers, the limits of volunteers' authority, and the mutual responsibilities of the inmate and volunteer before a working relationship is established.
2. Whenever a volunteer is assigned to a specific inmate to perform volunteer tasks, the staff member responsible for the volunteer and the activity shall provide an orientation to both volunteer and inmate, indicating the responsibilities, requirements and obligations of both. The inmate shall be informed that the volunteer shall enforce all facility rules and terminate the event/activity if problems develop. During the initial orientation to the HOC, volunteer activities and how to apply for them shall be explained to all inmates.
3. The behavior of all volunteers must be benign, non-agitating and not confrontational; the volunteer will not provide inmates with advice not related to the volunteer activity or event and volunteers will not criticize and/or comment on HOC policies, procedures and/or processes. The security of the HOC and the safety of the inmates, staff, volunteers and visitors always are foremost in the duties of all correctional personnel used to staff and address HOC operations, mission and objectives. Staff always shall be courteous to all persons and treat facility guests with great respect. At the same time, volunteers are expected to extend courtesy and respect to HOC staff. No person in an intoxicated or impaired condition shall be allowed entry into the secure confines of the HOC.
4. Volunteers will be informed in advance that they risk personal liability if they fail to disclose to the HOC or other involved agencies actual or the potential for threatening conduct by inmates staff, visitors and/or other volunteers. Threatening conduct such as planned suicide, escape, or intent to do bodily injury to others must be brought to the attention of the HOC.

## C. ASSIGNMENTS AND DUTIES

### 1. Placement

Volunteers shall be placed on assignments according to their interests and capabilities in compliance with the security requirements of the HOC. Examples of assignments are:

- a. Individual counseling
- b. Drug therapy
- c. Family counseling

- d. Vocational training
- e. Tutoring
- f. Staff assistance
- g. Switchboard
- h. Religious activities
- i. Legal aid
- j. Consultation
- k. Group counseling
- l. Visiting
- m. Academic teaching
- n. Pre-release training
- o. Library assistance
- p. Clerical work
- q. Speakers bureau
- r. Individual sponsorship
- s. Crafts training
- t. Advisory committee

## 2. Volunteer Code of Ethics

The volunteer:

- a. Keeps confidential matters confidential. Volunteers cannot share personal information provided by the inmate without the inmate's permission unless it involves threatening conduct, criminal activity and/or any other type of unlawful act to include violations and/or potential violations of the HOC inmate rules of conduct. And, a volunteer cannot share and/or discuss his or her personal information with inmates.
- b. Interprets "volunteer" to mean that he/she has agreed to work without compensation in money, but having been accepted as a worker, expects to work according to the same standards as regular or paid HOC employees
- c. Maintains an attitude of open-mindedness; is willing to be trained for the job
- d. Complements work of staff and assists in developing good teamwork
- e. Maintains professional attitude toward volunteer work; accepts obligation to the work, to those who direct it, to colleagues, to those for whom it is done and to the public
- f. Accepts differences in people in terms of cultural or economic background, race, religion and values

## D. VOLUNTEER IDENTIFICATION AND CONTROL

- 1. Volunteer identification lanyards will be made available upon entrance in the main lobby. All volunteers shall be asked to sign in, submit to the search process and refrain from possessing prohibited items upon entering.
- 2. All volunteers will be required to read and sign a release of liability waiver, PREA consent form and have completed a criminal background check prior to entry.
- 3. An ongoing list of volunteers will be maintained in a database.
- 4. Staff assigned to work in the main lobby and/or Master Control shall match the volunteer requesting entry into the secure confines of the HOC with the volunteer identification information in the database.
- 5. The HOC will require all volunteers who enter the building to pass through the metal detector. Refusal to pass through the metal detector will result in the volunteer being denied access to the

secure confines of the HOC. The on duty supervisor will be notified regarding the refusal to submit to a metal detector search and a Matter Of regarding the incident/situation will be prepared by the lobby officer and on duty supervisor. The Matter Of will be forwarded to the Programs Director for further action.

6. When deemed necessary to ensure the security of the HOC, volunteers may be requested to submit to a pat-down search and/or to a search of any carrier or container the volunteer is requesting to take into the secure confines of the HOC. Refusal to submit to a pat-down search and/or search of a carry in item will result in the volunteer being denied access to the secure confines of the HOC. The on duty supervisor will be notified regarding the refusal to submit to a metal detector search and a Matter Of regarding the incident/situation will be prepared by the lobby officer and the on duty supervisor. The Matter Of will be forwarded to the Programs Director for further action.
7. If contraband is discovered through the metal detector pass through, pat-down search and/or search of any carry in item, the on duty supervisor will be notified to determine disposition of the situation, the volunteer will be denied access to the HOC and a Matter Of regarding the incident/situation will be prepared by the lobby officer and on duty supervisor. The Matter Of will be forwarded to the Programs Director for further action.
8. The HOC administration has both the authority and responsibility to deny any person whose presence is believed to jeopardize the order, security or safety of the facility access to the HOC. When a volunteer is denied access to the HOC, the Programs Director will forward all the relevant reports to the Superintendent along with a recommendation regarding whether or not the subject volunteer should be removed from the HOC volunteer program and roster. The Superintendent shall decide the course of action and whether or not the volunteer should be removed from the volunteer program.

#### E. SUPERVISION AND EVALUATION OF VOLUNTEERS

1. The Programs Director shall coordinate and supervise the volunteer program directly or through designated staff members. The Superintendent and other division heads shall work with the Programs Director to provide adequate control and coordination of the activities of the volunteers as well as assist in evaluating programs with which they are involved.
2. Any employee to whom a volunteer is assigned shall be that volunteer's direct supervisor. The volunteer supervisor:
  - a. Provides the volunteer essential information and orientation to the HOC and applicable;
  - b. Ensures the volunteer has completed all required volunteer agreement forms;
  - c. Informs the volunteer of expectations in what areas, if any, the volunteer may make decisions;
  - d. Provides thoughtful, effective training for the volunteer;
  - e. Designates a significant task(s) for the volunteer. Tasks shall be worthwhile and challenging without relinquishing authority or responsibility;
  - f. Recognizes and demonstrates appreciation of progress to the volunteer;
  - g. Respects the volunteer's honest opinion and accepts constructive suggestions;
  - h. Offers the volunteer opportunities to grow and to advance.
  - i. Shares confidential information with the volunteer as will assist his/her completion of the assignment; and

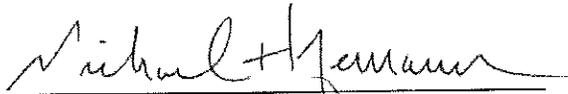
- j. Sends volunteer monthly time report forms to the Programs Director.
- k. All volunteer activities will be evaluated on a regular basis. The information given by the offender population will be used and an evidenced based table to which the Programs Director may determine the continuation of said activity.
- l. Occasions may arise when an overlapping volunteer service of the same or similar faith sect must be discontinued to give way for other requested or needed religious or volunteer services program. If this should occur the volunteer may remain on a list to return in the event a volunteer program vacancy should arise on a future date.

F. TERMINATION OF VOLUNTEERS

Volunteers may be required to leave the volunteer program for any of the following reasons:

- 1. Breach of confidentiality;
- 2. Unlawful conduct or breach of HOC rules and regulations;
- 3. Physical or emotional illness;
- 4. Inability to cooperate with the staff;
- 5. Any other activity that threatens the order or security of the HOC or the safety of the volunteer, any staff member or visitor to the HOC; and/or,
- 6. Erratic, unreliable attendance.
- 7. In the event of an incident, the Shift Lieutenant, on duty supervisor or officer supervising the visitation area where the volunteer is conducting the program activity may cancel the activity for that day. A report (Matter Of) outlining the reasons for the temporary termination of the volunteer program activity for the day will be prepared by the Shift Lieutenant, on duty supervisor and/or visitation officer and forwarded to the Programs Director. A decision about long-term cancellation or final termination of an activity following an incident will be made by the Superintendent.

REVIEWED AND APPROVED:

  
\_\_\_\_\_  
Michael Hafemann, Superintendent  
Milwaukee County House of Correction

Signature Date: 11/22/2016



MILWAUKEE COUNTY  
HOUSE OF CORRECTION  
Inter-Office Communication



DATE : May 5, 2016  
TO : All HOC Staff, Contracted and Volunteer Staff  
FROM : Superintendent Michael Hafemann  
SUBJECT: Authorized Carry-in Bags, Baggage, and Containers

---

HOUSE OF CORRECTION DIRECTIVE

HOC 16-01

---

For safety and security reasons, it is imperative that the introduction of contraband into the facility be restricted as much as possible

**Therefore, effective immediately:**

Bags approved to be brought into the secure perimeter of the facility are limited to the following:

1. Clear plastic tote bags
2. Clear plastic back packs
3. Clear plastic lunch bags

The following bags are **prohibited** within the secure perimeter of the facility:

1. Non see-through bags of any kind – duffel, totes, backpacks, briefcases, etc.
  2. Mesh-type bags of any kind
  3. Grocery bags
  4. Fast food bags
- Approved bags shall also be restricted to 20"x20" in size or smaller.
  - Supervisors shall be able to see through the bag and observe the contents within. You will be asked to remove items that cannot be clearly identified.
  - This will be enforced for ALL staff (including Armor and Aramark), contractors and volunteers.
  - Secure perimeter is any part of the building past the Lieutenant's office at the front of the building, or past the men's locker room at the rear of the building.

For your convenience, clear plastic tote bags are available for purchase through the print shop.

Michael Hafemann, Superintendent