

<b>MILWAUKEE COUNTY HOUSE OF CORRECTION ADMINISTRATIVE MANUAL OF POLICIES &amp; PROCEDURES</b>		
<b>CHAPTER NO.:</b> 5	<b>SECTION NO.:</b> 504	<b>REVISION DATE:</b> 11-02-2015
<b>CHAPTER:</b> INMATE MANAGEMENT		<b>ORIGINAL ISSUE DATE:</b> 10-15-1986
<b>POLICY:</b> Facility Inspections		

**POLICY**

In accordance with DOC Standards and Policies 350.18 (5); It is the policy of the Milwaukee County House of Correction to insure that the facility is inspected to maintain compliance with state, federal, and/or local regulations, codes, and standards; these inspections shall be conducted on a regular basis by the appropriate staff as well as local inspectors.

**DEFINITIONS**

- AED:** Automated External Defibrillator
- EMS:** Emergency Medical Services
- SCBA:** Self Contained Breathing Apparatus

**HOUSING INSPECTIONS**

- A. Dorm officers will inspect the living areas for cleanliness of bunks, footlockers, showers, mop closets, and windows. If an area such as a shower and mop closet are found to be unsatisfactory, the dorm porter will be assigned immediately to correct the problem. If a maintenance issue is found an entry is made in the Jail Activity Log, the shift Corrections Lieutenant will be notified immediately and a maintenance request will be filled out. Corrections Captains should be notified immediately of any emergency maintenance conditions.
- B. Corrections Lieutenants will inspect their respective dorm areas at a minimum of once per shift and document in the Jail Activity Log and indicated that they have toured the entire dorm with the dorm officer, including shower and mop closet areas to inspect for cleanliness.

**GENERAL INSPECTIONS**

Correctional Captains and a Lieutenant will make a general inspection of the facility once per month and forward a copy of their inspection to the Assistant Superintendent of Operations. This inspection will include sanitation, fire and security issues. Areas to be included are food service, medical areas, storage rooms, and support areas. If discrepancies are found a plan of action should accompany the report.

**FIRE INSPECTIONS**

- A. The training coordinator will assign a fire instructor to inspect the emergency firefighting apparatus SCBA monthly and after each use, replacing any air tank that has a low reading of 1250 PSI. A report will be generated to the training coordinator. Any discrepancies will be documented and reported immediately.
- B. Floor officers will inspect fire extinguishers on each shift in their area hallways. Any discrepancies will be document and reported immediately.
- C. Officers assigned to housing units are responsible to inspect all fire extinguishers on each shift and enter their findings in the Jail Activity Log. Any discrepancies will document and reported immediately.

- D. Three (3) fire drills will be conducted each month on each shift. All documentation shall be turned in to the shift Corrections Captain. The Corrections Captain will prepare a report for the Jail Inspector.

### **FACILITY MAINTENANCE**

- A. Inspect generators weekly and load tested quarterly.
- B. Inspect and test fire alarms and smoke detectors quarterly.
- C. The water system will be inspected annually in conjunction with the fire authority having jurisdiction and the Maintenance Superintendent.
- D. The fire extinguishers will be inspected annually by a certified inspector or licensed contractor.
- E. External and Internal Doors and locks and fire escapes will be inspected monthly by security staff for functionality and yearly by maintenance for wear. The monthly security inspections are logged digitally in the scan tour for reporting purposes as well as manually on a yearly spreadsheet.

### **AUTOMATED EXTERNAL DEFIBRILLATOR**

- A. The training coordinator will assign a CPR/AED instructor to check the AED with documentation forwarded to the Corrections Captain and a copy to the Assistant Superintendent. These will be checked monthly.
  - 1. Battery Good: the indicator light on the upper right hand corner of the AED will appear green or greenish yellow when the battery is operating properly.
  - 2. Battery Bad: the indicator light will be red with a black "x" and the unit may begin to beep when the battery begins to loose power.
  - 3. Electrodes: the electrodes attached to the AED must be replaced prior to reaching their expiration date and after each use.
- B. The AED self-tests every 24 hours at 0300 hours. Once the battery begins to loose power it will sustain it for another 45 days, or if used the AED will provide up to 9 shocks. When the lid is opened the voice prompt will say "battery low, replace electrodes".
- C. When the light indicates the AED is losing power, notify the training coordinator promptly so the batteries can be replaced.
- D. Each set of electrodes has an expiration date that is notated on the outside of each AED unit. The training coordinator is responsible for contacting Milwaukee County EMS (414-289-6772) for replacement of electrodes after the AED has been used and when the electrodes are within one month of their expiration date.

### **FOOD SERVICE INSPECTIONS**

- A. The Food Service supervisor will inspect the kitchens in the HOC South and FML areas on all shifts and deficiencies will be corrected. The inspection will be recorded and forwarded to the Corrections Captain on each shift.
- B. The designated Corrections Lieutenant will inspect the HOC South and FML area kitchens daily on each shift and forward their findings to the Corrections Captain on their shift.

### **HOUSING UNIT INSPECTIONS**

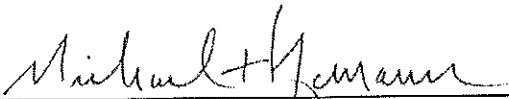
#### **Daily:**

- A. Officers will perform a daily inspection of their housing unit and document it the Jail Activity Log. Inspection shall include checks of fire safety equipment, maintenance issues, contraband control,

graffiti, damage to county property, missing items, as well as the safety and security of the inmates under their control.

- B. Lieutenants will be responsible for review the inspection and documenting their comments while touring the housing unit.
- C. Correction Captains will review Jail Activity Logs of housing units as well as review Inspection tours and times on a daily basis.
- D. Officers are responsible to conduct staggered tours every 30 minutes with in the housing units to ensure the safety and security of the inmates and facility. Inmates on suicide watch or other observation status shall be closely monitored and a safety and security check shall be conducted at least every 15 minutes. Every safety and security check shall be noted in the jail log as well as electronically monitored by the guard tour.
- E. Supplemental Observation - A video monitoring system may be used to supplement, but not replace personal observations where available.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent  
Milwaukee County House of Correction

Signature Date: 11/22/2014

<b>MILWAUKEE COUNTY HOUSE OF CORRECTION ADMINISTRATIVE MANUAL OF POLICIES &amp; PROCEDURES</b>		
<b>CHAPTER NO.:</b> 5	<b>SECTION NO.:</b> 504	<b>REVISION DATE:</b> 11-02-2015
<b>CHAPTER:</b> INMATE MANAGEMENT		<b>ORIGINAL ISSUE DATE:</b> 11-22-1993
<b>POLICY:</b> Inmate Searches and Shakedown		

## 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

## PROCEDURES

### 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'.

### **Types of Searches**

#### **A. "Pat-down" Searches**

1. A "pat-down" search is a search of a person/outer clothing, focusing primarily on the lunge areas. In most cases, it is a limited search for weapons or other forms of contraband.
2. Everyone entering the HOC is subject to a pat search. Except in emergencies, a pat search will be performed by an officer who is the same sex as the person being searched.
3. A hand-held metal detector may be used as an aid in a pat search.
4. Officers will perform pat searches using the procedures taught in the MCSO Training Academy.

#### **B. Custodial Search**

1. "Any person arrested and taken into custody may lawfully be thoroughly searched." (Reference: Officer's Criminal Law Handbook).
2. Every Inmate brought into the HOC will undergo a custodial search. Except in emergencies, the custodial search will be conducted by an officer of the same sex as the inmate. Jewelry (such as finger rings and body piercing) that cannot be removed from the inmate will **NOT** be cut off. The Operations Lieutenant shall be notified and the inmate locator card will be noted.
3. Anytime an Inmate has an item attached to their body in a temporary but invasive manner or permanently affixed manner, and it is deemed unsafe to be brought into the HOC, a Lieutenant or above **MUST** be requested. The Lieutenant will make a determination if the item must be removed, and may consult the on duty Corrections Manager if necessary. Any item that must be removed will require the medical staff to provide their assessment of whether it is safe to remove the item.
4. If the item is deemed safe to remove, and the subject is not resistive, the item should be immediately removed, and inventoried in the inmate's property. If the subject is resisting, and the attempt to remove the item will result in injury to the inmate, the Shift Commander must determine if the item will be immediately removed, or if the inmate should be placed in isolation until the resistance has diminished.
5. If the item is permanently affixed and it is not safe to remove the item, the Shift Commander shall determine what housing assignment is appropriate to maintain safety and security.
6. Officers will perform custodial searches using the procedures taught in the MCSO Training Academy and/or HOC training department.

### C. Strip Search

1. A strip search is "a search in which a detained person's genitals, pubic area, buttock or anus, or a detained female person's breast, is uncovered and either is exposed to view or is touched by a person conducting the search."
2. Inmates in the HOC may be strip searched when there is probable cause to believe the person is concealing a weapon or something that may constitute evidence of the offense for which he or she is detained and could not be found by a custodial search. NO strip search is to be conducted without the approval of the Superintendent.
3. Officers will conduct strip searches according to the procedures taught from the HOC training division.
4. Conditions that apply to conducting a strip search include:
  - a. The person conducting the search shall be of the same sex as the person detained.
  - b. The detained person shall not be exposed to the view of any person not conducting the search.
  - c. The search will not be reproduced through a visual or sound recording.
  - d. The Superintendent must authorize a strip search.
  - e. The person conducting the search shall prepare a report, identifying the person detained, all persons conducting the search, the time, date, and place of the search, and the written authorization from the Superintendent or designee. A copy of the report will be given to the person detained.

(Reference: Wisconsin § 968.255)

### D. Body Cavity Search

1. "No person other than a physician, physician's assistant, or registered nurse licensed to practice in this state may conduct a body cavity search." (Reference: Wisconsin § 968.255(3))
2. A body cavity search will be conducted only in extreme cases, usually with a Court order or search warrant. **NO body cavity search shall be performed without the approval of the Superintendent.**

### E. Clothing Exchange

1. A clothing exchange (sometimes called a "changeover") refers to a procedure in which a prisoner is directed to change from his/her personal clothing into a HOC uniform.
2. A changeover should be conducted so as to avoid it becoming a strip search. Officers will change over prisoners behind a screen or other barricade so that the officer does not see the inmate's genitals, pubic area, buttock or anus, or a detained female person's breast.
3. Officers will perform clothing exchanges using the procedure taught from the HOC training division.

### F. Clothing Exchange Procedure:

1. Inmates shall remove all clothing except the underwear (to include brassier for women).
2. Changeover Officer shall visually and physically inspect the clothing for contraband.
3. Inmates shall then go behind a screen (or other barricade) and remove the undergarments, shower, and dress in HOC issued clothing.

## **Authorized for Inmate Possession**

### **General Housing**

<u>Item(s)</u>	<u>Quantity</u>
Legal Papers (See DOC 309.155(3)(f)).	No more than that which can fit in a 20x20x20 receptacle
Magazines	5
Newspapers	2
Eye Glasses	Prescription only
Radio	1 (Purchased through commissary)
Head Phones	1 Set (intact, not altered)
Batteries	2 in radio and 2 extra
Books	5
Bible or Quran	1
Photographs	10 (no polaroids, pornography, or gang related material)
Legal Pad	1
Sketch Pad	1
Stamped Envelopes	10
Combs/Pick	1 (plastic only)
Toothpaste	2 tubes
Toothbrush	1
Soap	2 bars
Deodorant	2
Shampoo	2
Plastic Cup	1
Paper Bag	2
Arts & Crafts	5 reasonably sized items (that do not create a fire hazard)
Underwear	2 pair
Socks	2 pair
T-shirt	2
Top	1 (orange, red, or blue)
Pants	1 (orange, red, or blue)
Towel	1
Face clothes	1
Sheets	2
Blanket	1

### **A2, B2, O2 Cellblocks**

<u>Item(s)</u>	<u>Quantity</u>
Bible/Quran	1
Personal Mail (pieces)	5
Toothpaste	1
Toothbrush (no container)	1
Soap (1/2 bar, no container)	1
Deodorant (no container)	1
Comb	1
Envelopes	2
Pencil (golf- sized)	1
Underwear	1
Socks	1
T- shirt	1
Top	1
Pants	1
Sandals	1
Blanket	1
Sheet	1

### **Suicide Watch**

An Inmate on suicide watch shall only be allowed to possess:

<u>Item(s)</u>	<u>Quantity</u>
Green smock	1
Toilet Paper	1 roll

### **Unannounced Searches**

Inmates in the HOC will be subject to unannounced searches. Any officer utilizing any or all of the following methods, METAL DETECTION, PAT SEARCH, and CUSTODIAL SEARCH with approval, may conduct an unannounced search. Inmates may not refuse to submit to searches and are subject to discipline for refusal.

### **Return from Court**

All inmates returning to Court Staging from court will walk through the stand-alone metal detector and shall be pat searched by an Officer.

If illegal contraband is found, it will be turned over to the Duty Lieutenant.

### **Medical Trips**

All inmates leaving and returning to the HOC on Medical Trips shall be pat searched by the Transportation Officers before they are placed into a vehicle and transported.

All inmates upon return to the HOC shall be pat searched before they are turned over to the HOC staff.

### **In-House Clinics**

If an Inmate has been under the direct observation of an officer at all times during a clinic appointment, a search need not be done before the inmate leaves the clinic.

If the Inmate has been out of view, the Officer shall conduct a pat search. The Officer may be assisted by another Officer.

### **Programs**

An Officer shall pat search any inmate that has attended any program or had contact off his/her Housing Unit with volunteers/visitors, attorney's, law enforcement officers, medical staff, etc., before being returned to the Housing Unit.

Any contraband found will be brought to their attention and documented. If appropriate, a supervisor shall be called to the scene and proper action taken.

### **Inmate Refuses Search**

- A. Inmates do not have the right to refuse to be searched. If they refuse, the officer shall contact a Lieutenant and request at least one officer to stand by.
- B. The searching officer shall inform the inmate that he/she does not have the right to refuse. The Lieutenant will assess the situation and inform the inmate that the search will be conducted and request additional officers as needed.
- C. If practical, the inmate should be escorted to a secure area away from other inmates. Upon arrival of sufficient assistance, the Lieutenant will inform the inmate that refusal to obey orders is subject



to discipline (see Discipline Procedure). The inmate will be told that he/she will be searched and given the chance to comply. If the inmate still refuses, the officers, at the direction of the Lieutenant, will conduct the search.

- D. Upon completion of the search, the inmate will be escorted to the Discipline housing unit. The HSU nurse shall be notified to check the inmate for possible injuries. The Officer and Lieutenant shall document the action and submit incident reports and use of force documentation if necessary.

### **Shakedowns**

Shakedowns will be conducted in all areas of the HOC, following a continuous shakedown schedule. Their purpose is to detect contraband, breaches in safety and security, vandalism (and the need for repairs), and to ensure that sanitation standards are met. They may also be used to recover the hoarding of excess county property (such as linen and clothing).

A Lieutenant or above must order and be present during the shakedown.

A drug K-9, if available, shall be utilized in the area prior to the shakedown being conducted

### **Shakedown Authorization**

A Lieutenant or above may authorize a shakedown at his/her discretion or when a search of an inmate or HOC area reveals a breach in safety, security, or the presence of weapons, escape devices, or other contraband.

### **Time of Shakedown**

Shakedowns should take place whenever the need arises and whenever they can be performed with safety and security as the foremost concern.

### **Inmate Housing Areas**

All inmate housing areas will undergo periodic and random shakedowns.

Full facility shakedowns will be conducted every month.

### **Shakedown Procedure**

Officers shall conduct a shakedown according to the procedures taught with the HOC training division. The following steps will be followed before and after the shakedown takes place:

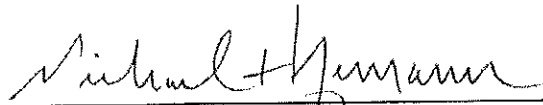
- A. The Lieutenant assigns officers to assist with shakedown
- B. Shakedown the recreation or dining areas to make sure that it is a sterile environment prior to moving the inmates in
- C. Direct inmates into the recreation/ dining area (if available)
- D. Lock area doors

### **Shakedown**

- A. Follow shakedown procedures for areas as taught with the HOC training division.
- B. At least one officer shall be positioned at the recreation/dining area door to monitor inmate's activity while the shakedown is in progress. This officer will have a rotor book and logbook containing the names of all inmates assigned to that housing area.

- C. Inmates will be brought back into the housing area at the completion of the shakedown. They shall have their wristbands checked at the door before re-entering the housing area.
- D. Officers shall escort inmates from the recreation/dining area back to their housing area insuring they pick nothing up on the way.
- E. Shakedown the recreation/dining area again, after the inmates have been moved back to their housing area, for any contraband that may have been brought with the inmates to the area.
- F. Prepare the Shakedown Report, work orders (if appropriate), and discipline forms (if appropriate) and submit them to the Lieutenant.
- G. Inmate workers may be used to clean up after the shakedown.

REVIEWED AND APPROVED:



Michael Hafemann, Superintendent  
Milwaukee County House of Correction

Signature Date: 11/22/2016

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

<b>CHAPTER NO.:</b> 10	<b>SECTION NO:</b> 1010	<b>REVISION DATE:</b> 11-02-2015
<b>CHAPTER:</b> INMATE PROGRAMS		<b>ORIGINAL ISSUE DATE:</b> 08-31-1986
<b>POLICY:</b> Inmate Visiting		

**DEFINITIONS**

**ACC:** Adult Correctional Center  
**FML:** Franklin M. Lotter Building  
**HOC:** House of Correction

**POLICY**

In accordance with Department of Corrections Standard 350.30; The House of Correction encourages inmates to maintain ties with their families and friends through regular visits. Family visiting is scheduled to allow such access on a regular basis, limited only by staffing, safety and security requirements and the visiting facilities available in the HOC.

**FORMS**

**RMS:** Report Management System (electronic Incident Report)  
**HOC-135:** Notification of Terminated Visitation Privileges

**PROCEDURES**

All professional visitors and regular visitors will be processed through the main lobby area. In order to maintain security within the institution, all visitors will be processed through the scanner. Law enforcement officers may be asked to walk through the scanner, after securing their weapons, but will not be delayed in the event the scanner alarm sensor activates. Visiting times are posted in the lobby and on the HOC website. Rules and dress requirements are posted outside of the facility and on the HOC website. All visitors are logged electronically.

**General Visits – Non-Contact**

- A. REGISTER: All non-professional visitors are required to register on-line to visit persons incarcerated within the HOC. Once registered, visitors will be allowed to pre-schedule visits with inmates within the facility through an electronic register system which documents all visits for inmates and civilians. All non-professional visits will be conducted through a video monitor. There are absolutely no contact visits.
- B. LOCKERS: Visitors requesting the use of a locker will receive a token after leaving a picture identification card with the lobby officer. The ID will be returned when the visitor returns the token to the lobby officer.
- C. WAITING AREA: Visitors will be asked to sit in the waiting area until the appointed visiting time. Visitors will be processed through the scanner one at a time prior to entering the video visiting area.
- D. HANDICAP ACCESSIBLE BOOTHS: Booth 1, 14, 15, 38, and 39 are handicap accessible. Booth number 1 should be assigned first.
- E. NOTIFICATION OF VISITATION: The officer assigned to the housing unit shall print out a visit list for the day and post it for the viewing of the inmates within the unit.

- F. VIDEO VISITING AREA: The visiting area will be inspected periodically by a visiting officer to ensure visits are orderly and policy and procedure is adhered to. In addition, the area is under camera surveillance and officers shall view the cameras to ensure that all rules and regulations are being adhered to.
- G. TERMINATION OF VISIT: At the end of the visiting time, video monitors shall end the visit. Visitors shall be required to leave the area immediately.

### **Visiting Hours**

All non-professional, visits shall be scheduled on-line at least 24 hours prior to the visiting time. All visits are conducted through video screens. All visits are of a non-contact nature.

- Visiting hours are 7:30 a.m. to 8:45 p.m.
- Visits are 30 minutes in length
- Visitation is closed on Tuesdays and posted Holidays
- Visitors may not bring in items to give to inmates
- Money may be deposited with the lobby officer for the inmate's account

### **Professional Visits – Contact**

- A. REGISTER: Professional visitors will approach the lobby/visiting officer to verify that the inmate they are here to see is, in fact, in the custody of the HOC. Upon verification, they will provide identification to the lobby visitor officer to complete the data entry process. Each professional visitor will be logged into an electronic register which documents visits between professionals and inmates.
- B. CLEARANCE:
1. Law enforcement professionals and attorneys will be given contact access to inmates upon request and showing credentials and valid photo identification.
  2. Professional visitors, other than law enforcement personnel and attorneys, must have prior approval for a professional visit and will require submission of an Information Release Authorization form and a background check conducted by the Internal Affairs department.
    - a. Professionals who have been requested by attorneys or law enforcement to investigate or evaluate inmates may have access once a written request is submitted to the Correction Manager on duty via email or fax. Either means must contain information on the individual requested to visit, including full name and date of birth, the reason for the visit and must be sent on letter head which will include the name of the agency, address and phone number.
    - b. Professionals associated with courts, but not directly involved with the pending cases (children's advocates, or court ordered parental visits) will be considered after submitting a written request to the Correction Manager on duty via email or fax. Either means must contain information on the individual requested to visit, including full name and date of birth, the reason for the visit and must be sent on letter head which will include the name of the agency, address and phone number.
    - c. Other professionals, not requested by attorneys or law enforcement or through other government agencies, must have prior approval through the programs lieutenant at least 72 hours prior to visitation. Submission for contact visits must contain information on the individual requested to visit, including full name and date of birth, the reason for the visit and must be sent on letter head which will include the name of the agency, address and phone number.

- C. ACCESS: Professional visitors will gain access to the professional visitor's area by entering the west door labeled professional visiting (adjacent to master control). Master Control will electronically access the first corridor door, which leads into the controlled corridor. The professional visitor will pick up the wall telephone and identify himself or herself to the visiting officer, who will manually open the door. A visiting officer will assign the visitor(s) to a room. Professional visitors will not have access to the secure area where the visiting officer will be monitoring inmates waiting for their visit. The visiting officer will notify the dorm officer of the visit.
- D. VISITING AREA INSPECTIONS: The visiting area will be toured by a lobby officer to ensure visitors are orderly and policy and procedure is adhered to.
- E. TERMINATION OF VISIT: The professional visitor will notify the visiting officer that the visit has ended. The visiting officer will place the inmate into the search room until there is time to perform a proper search.
- F. INMATE SEARCH: Inmates who will have a contact visit, shall be searched prior to and after each contact visit.
- G. SECURE AREA: Only inmates who are waiting for a visit or inmates that have been properly searched, after a visit, will be placed in the secure area of visiting.

### **Visiting Hours**

Professional contact visiting hours are as follows:

- 7:30 a.m. to 8:45 p.m. Times outside of these designated hours may be accommodated with permission from a Lieutenant if it does not disrupt the orderly operation of the facility
- Visitation is available seven days per week
- Visitors may not bring in items to give to inmates
- Law enforcement entities and attorneys may visit on demand without need for scheduled time

### **Visiting Rules**

#### A. Special Requests

Requests for visits outside scheduled visiting hours must be made in writing to the facility's Corrections Manager. The request shall include the reasons why the visit cannot be made during scheduled visiting hours. The Corrections Manager may allow the visit provided that the House of Correction staffing, safety, and security requirements are not violated

#### B. Number of Visits

Inmates are permitted to have one (1) visit per day, up to a maximum of four (4) visits per week, unless otherwise authorized by a Captain or above.

#### C. Number of Visitors

Inmates are permitted to have two adult visitors and two minor children. Inmate's children or brothers and sisters under the age of 18 must be accompanied by their parent. Children must be under escort and supervision of an adult at all times. They will not be allowed to run about or become disruptive. Children must be under control at all times or the visit may be terminated after being warned by visiting staff.

#### D. Visitor Entry into Facility

All visitors shall be required to identify themselves with a valid picture ID, which includes a date of birth and address, (i.e. driver's license). Visitors shall not enter any areas of the facility except approved routes to and from the visiting areas.

Professional visitors shall be required to identify themselves with a valid picture ID, **along with** work credentials (i.e., bar card, medical association card, State Public Defender Office ID, work ID such as St. Amelia's, Children's Hospital, etc.)

#### E. Search of Inmate Visitors

1. No visitor will be permitted to bring into the institution any purse, briefcase, knapsack, luggage, etc., or any other similar personal possession. The only exceptions to the regulation are attorneys, probation agents and other official visitors may bring in briefcases and records related to official business.
2. A large sign is posted in the lobby stating that, "All visitors are subject to search prior to being allowed to visit any inmate."
3. All visitors shall be searched by visual monitoring and a scanning device. If there is still reasonable suspicion that the person is carrying contraband, a further reasonable consensual search may be undertaken, if the visitor still wishes to enter the facility. Visitors shall be requested to submit to such further searches only following the approval of a security official (the rank of Lieutenant or above) who shall evaluate the grounds asserted to justify the search. An RMS incident report shall be written following each search and shall contain names of the searching officers, the official who approved the search, the reasons for the search, the extent of the search and what, if anything, was found.
4. No strip searches shall be conducted.
5. If contraband is found on the person or in the clothing of a visitor, the above-mentioned report shall be submitted, the contraband confiscated, and the visitor detained for law enforcement officials, if appropriate. The visitor may be denied any future entrance into the institution.
6. The visitor's refusal to be searched shall be sufficient cause for denial of the visit.

#### F. Record Checks

1. Random record checks will be conducted on visitors entering the institution. Any information contained on this record that would make restricting visits advisable from a security standpoint shall be referred to the Corrections Manager as soon as possible.
2. An active warrant will be cause to detain the visitor and notify the Sheriff's Office or the Franklin Police Department for arrest.

#### G. Professional Visits

1. If a professional visit is approved for inmates in disciplinary status, the visit shall be held in Visiting. If past experience indicates that the inmate is prone to violence and disruptive behavior, appropriate restraints shall be used prior to conveyance to the visiting area. All residents of maximum security who have classification codes of "10" will be transported in waist chains and leg irons when transported out of maximum security.
2. Visits for inmates in medical isolation shall require the approval of the Medical Director.
3. Inmates may receive as many professional visits as necessary.
4. Professional visits shall not restrict an inmate from receiving his/her regular visits.

#### H. Suspension and Termination of Visits

1. Visiting privileges shall be suspended only by orders from the Corrections Manager or above except where the suspension is imposed as part of a formal disciplinary proceeding. (Visiting

may be suspended as a disciplinary sanction only when the offense specifically involves visiting.) Prior to suspending visits, a notice shall be given to both the inmate and the visitor of the reasons for the suspension. (Refer to section G(4)(a) and form HOC-135)

2. A visit may be denied or terminated and visiting privileges suspended under the following circumstances:
  - a. Visitor is under the influence of drugs or alcohol
  - b. Visitor refuses to submit to search procedures
  - c. Visitor refuses or fails to produce sufficient identification or produces falsified identifying information
  - d. Visitor violates facility's visiting rules
  - e. Visitor fails to prevent children from disturbing other persons in the visiting area
  - f. Visitor is bringing contraband into the institution. In addition, a complaint will be filed with the District Attorney's Office
  - g. Visitors must be appropriately dressed
  - h. Other reasons exist for denying, terminating, or suspending a visit, which reasonably is necessary to preserve the safety and security of the facility and reasonable order in the visiting room
  - i. Visitor is abusive to staff in use of profanity or uncooperative attitude
3. Prior to the termination of a visit or suspension of visitation privileges for any of the above reasons, less restrictive alternatives shall be considered. Such alternatives may include warning the inmate or visitor of improper conduct, etc., and that such may be cause for termination of the visiting privilege.
4. Whenever a visit is terminated, a report shall be prepared by the official taking the action. Such reports shall state the specific reasons for the action.
  - a. Based on the information provided by the staff and by the inmate and/or visitor, the Corrections Manager may terminate visiting privileges to the facility for a specified period, indefinitely or permanently. A written notice of the decision (HOC-135), including a statement of reasons for, shall be given to the inmate and to the visitor. In indefinite suspension, the notice shall include a date when reapplication for visiting privileges may be made on behalf of the visitor.
  - b. The Shift Lieutenant may temporarily suspend visiting privileges pending the completion of the above process.

#### I. Visitation Schedule and Rules

A visitation schedule shall be posted in an area accessible to visitors prior to entering the institution as well as on the HOC website.

All inmates will be apprised of the institution's visitation schedule and policies and procedures during their orientation.

REVIEWED AND APPROVED:

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

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

**504.00 K-9**  
**DIRECTIVE NO. 17-06**

September 18, 2006

**TO BE DISTRIBUTED TO ALL MEMBERS**  
**MEMBERS TO READ AND BECOME FAMILIAR WITH**

**Re: 504.00 Canine (K9) Operations**

**504.01 Purpose**

The purpose of the Milwaukee County Sheriff's Office K9 Units is to promote a safe and secure environment for the citizens of Milwaukee County, State of Wisconsin and the United States of America, through the use of police canines to assist in the deterrence of crime and terrorism.

The use of a canine (K9) is a legitimate tool in law enforcement operations. A properly trained K9 team has the ability to perform many services that their human counterparts cannot, or perform services in a manner more efficiently and safely than their human counterparts could, in a similar function.

**The proper use of a trained K9 team has proven to be an invaluable part of law enforcement operations.** As such, the Milwaukee County Sheriff's Office will utilize canines to supplement various law enforcement activities.

**504.02 Policy**

The MCSO K9 team may be used to provide protection for law enforcement officers and members of the community they serve, assist in the apprehension of criminal suspects, assist in crowd control operations, search for lost or wanted persons, conduct building and area searches, search for evidence, locate controlled substances and to detect the presence of explosive materials.

**504.03 Canine Etiquette**

All Agency personnel, when in the presence of any law enforcement canine, shall conduct themselves in a professional manner that respects the needs and functionality of the canine. No personnel shall tease, taunt, aggravate, bother or provoke any Sheriff's Office canine. Unless directly specified to do so by the K9 handler, or in the instance of exigent circumstances (handler injury, potential danger to the public), no personnel will give or attempt to give commands to the canine. No personnel will attempt to handle, feed or play with the canine, unless given immediate permission by the K9 handler.

**504.04 Handler Selection**

The selection of K9 handlers shall be administered as directed by the Office of the Sheriff, and the administration of all applicable K9 programs shall be in a manner consistent with all applicable labor agreements. Vacancies for a K9 handler position shall be filled by a rigorous selection process, consisting of an application process, the setting of minimum qualifications that are consistent with K9



operations, and an oral interview. The applicant must also be willing to make a long-term commitment to the position of K9 handler.

#### **504.05 Duties and Responsibilities of a K9 Handler**

- Daily care, grooming and exercise of their canine and any other canine in their care.
- K9 handlers shall have their canines with them while on-duty, unless specifically exempted from doing so by their supervisor.
- Participation in training as directed by the K9 supervisor.
- Complete and submit reports in a timely manner and maintain accurate and thorough training records.
- Both the handler and the supervisor of the K9 Unit that the team is assigned, will keep records of all costs and maintenance associated with the K9 team.
- Maintain all K9 equipment in a clean and serviceable manner.
- Monitor the health of the canine and provide veterinary care when necessary.
- Maintain due care not to handle the canine improperly or carelessly, in a manner that would result in civil or criminal court actions against the Office of the Sheriff.
- Handlers are responsible for bringing their canines to work each day they are on duty. The exception is documented illness, which would affect the canine's ability to perform. The K9 supervisor will be notified immediately.
- Whenever possible, a canine will not be left unattended for prolonged lengths of time.
- All use of a Milwaukee County Sheriff's Office canine, including off duty and deployments, while completing a mutual aid mission, will comply with all applicable policies and procedures of the Office of the Sheriff.
- In any instance where the K9 handler is given approval to obtain part-time or secondary employment, the canine shall not be used in that employment.
- Patrol and Drug Detection K9 teams will be assigned an agency vehicle that is outfitted for K9 operations. The vehicles shall be equipped with an environment that provides for safe and comfortable transport of their canine. The handler will be responsible for the routine care, cleaning and maintenance of their assigned vehicle. To prevent the spread of disease or parasites, the assigned squad should not be used to transport other animals. No area of the K9 vehicle used to transport canines will be used to transport prisoners or other persons.

#### **504.06 Kennel**

Based on the assignment of the K9 team, the canine may reside within an agency approved kennel facility or at the residence of the handler. The canine shall be housed in such a manner that the canine is not harassed or harmed by anyone. Kennel: may refer to a shelter designed to serve as a residence for the K9, within an Agency building, the K9 handler's residence or an establishment sub-contracted by the Agency.

All kennel facilities used by the Milwaukee County Sheriff's Office, regardless of location, shall be cleaned and disinfected on a daily basis. All kennel areas, including the home kennel, shall be available for inspection by the Sheriff or a designee at any time.

K9 handlers will take precautions to ensure that kennel doors are secured when other dogs are present in the kennel setting to protect the agency canine from becoming involved in attacks or fights with other canines.

**A handler is responsible for the control of his/her canine at all times.**

#### **504.07 Training**

Initial training as a K9 team will be completed at a facility or training site that is acknowledged and accepted as a law enforcement canine training program and approved by the Office of the Sheriff.

After successfully completing the required training course for the specific K9 discipline, the supervisor of each K9 unit will ensure that the K9 teams are provided with adequate time to meet the training needs of the canine. The success, particularly in terms of operational effectiveness and reliability, of a K9 program is directly proportional to the on-going proficiency of the K9 training program.

Training logs will be kept for each K9 team, in a format approved by the supervisor of the unit, to which the team is assigned. The training log will be updated on a weekly basis at minimum, and reviewed by the unit supervisor on a monthly basis. All training logs will be available for review by the Sheriff or his designee.

The failure of a K9 team to satisfactorily pass required re-certification testing within their particular area of operation (i.e. Explosive Ordnance Detonation, Drug, Patrol) shall disqualify that team from service until such time as the team is able to complete a re-certification course. Additionally, a K9 Unit supervisor may remove a team from service, if the team is unable to meet basic standards of control and/or obedience.

When training with the Patrol Canines, the training must be conducted with the proper protective equipment. Whenever possible, an experienced aggressor subject should be used for the training. Given the potential for injury, persons participating in K9 training shall be made aware of the potential risks.

#### **504.08 Veterinarian**

Any veterinarian selected by a K9 unit shall be trained, qualified and licensed by the State of Wisconsin-Department of Regulation and Licensing using standards established by the Wisconsin Veterinary Examining Board, and must be authorized to practice medicine relating to the science and art of prevention, cure, or alleviation of disease and injury to animals.

The supervisor of the unit that the team is assigned to, as well as the Division Captain, shall approve all veterinarians who provide service to the Sheriff's Office canines.

All Milwaukee County Sheriff's Office canines will undergo a full physical examination twice per year, to ensure continued health and performance and to catch potential health issues before they become critical. The K9 handler will maintain a file of all immunization, medical treatment paperwork and bills associated with the medical care. Copies of the paperwork will be given to the unit supervisor, to be forwarded to the appropriate parties (i.e. Division Captain, Fiscal).

Fiscal will be contacted to set up an appropriate method for the payment of bills related to the care of the canine, which will be approved by the Bureau head.

##### **504.08.1 Injury to Canine**

In the event of an injury to the canine, the handler will secure the necessary medical treatment by:

- Transporting the canine to their designated veterinarian as soon as possible. If the handler is not able to transport the canine, arrangements are to be made for another handler to transport the canine.
- After hours, transporting the canine to a 24-hour emergency care facility for canines.
- In event of a severe injury where transport seems unlikely or unsafe, a veterinarian will be contacted and requested to respond to the canine's location.
- As soon as possible, a report with all applicable medical treatment data and any accompanying paperwork will be submitted to the unit supervisor.
- K9 handlers shall maintain a readily available first aid kit containing those supplies that may be used to counteract an emergency medical situation that can occur to the canine (i.e. lacerations, puncture wounds, ingestion of controlled substances) in the course of the K9 team completing their duties.
- **It is recommended that each K9 handler take an animal first aid course to improve his or her knowledge of canine first aid.**

#### **504.09 Injury to K9 Handler**

In the event that a K9 handler becomes incapacitated or injured, and as a result is unable to control their canine, an effort will be made to contact another K9 handler for assistance, who is familiar with the canine. In event that another K9 handler is not available, officers on the scene will attempt to secure the canine into the rear of a K9 vehicle or in a neutral and enclosed area. The area will be such to keep the canine secure and prevent members of the public from entering the canine's location.

If these two options do not work, the following shall be considered:

- In appropriate situations, a family member of the K9 handler may be summoned to the scene to assist in control of the canine, but only if that family member believes that they will be able to do so.
- A veterinarian or an animal control officer may be summoned to the canine's location to take control of the canine through the use of tranquilizers or animal control devices.
- As a last resort, in those emergency situations in which an officer's life or the public may be in danger or medical attention may be immediately needed and there is no timely or safe way to control the canine, it may be necessary to euthanize the canine.

#### **504.10 Demonstrations and Public Appearances**

The appropriate completion of K9 demonstrations in public forums can provide the Milwaukee County Sheriff's Office with a positive public acceptance of police canines and a positive, professional image for the agency. K9 demonstrations may include programs in drug detection, explosive detection, search operations, basic obedience, suspect apprehension or simply provide a forum for members of the public to interact socially with the agency K9 teams. All K9 teams will make public appearances and demonstrations as assigned by the supervisor.

K9 demonstration requests will be forwarded to the supervisor of the unit and availability will be determined, based on workload and K9 team availability. An attempt will be made to fulfill all requests and other K9 units will be contacted when one unit is unavailable to participate in an event.

**If a K9 demonstration is to include any display of 'bite' work, or the ability of the K9 team to apprehend a suspect, the K9 handler will take the sufficient safety precautions (i.e. separation by a**

physical barrier or the use of a long lead) to ensure that the canine does not come into contact with a member of the public observing the demonstration.

#### **504.11 Injuries Sustained from a Canine**

Injuries sustained from a Milwaukee County Sheriff's Office canine will be handled in the following manner:

- Call for Emergency Medical Service.
- Secure the canine in a safe place and monitor the subject.
- The K9 handler shall render medical aid to the level of their ability once the scene is secured.
- Notify the on-duty supervisor, K9 supervisor and the shift commander.
- Photograph the bite or injury.
- In the case of an intentional bite of a suspect, that subject will be transported to a medical facility for treatment/refusal of treatment, prior to being booked into custody or released from custody.
- In all other cases, if the subject refuses medical treatment, it shall be noted in the report.
- All reports (Use of Force, if applicable), photographs and medical paperwork will be forwarded to the Division Captain and Deputy Inspector in a timely manner.
- Following a canine biting an individual, the canine shall be removed from service for a period of not less than 10 days. During this quarantine (enforced isolation), the canine may not conduct any law enforcement duties. This time period allows time for gathering of relevant information. The K9 supervisor will decide if and when to put the K9 team back into service.
- The K9 supervisor will be notified as soon as possible of any damage to property that resulted from actions taken by the K9 team. The K9 supervisor is responsible for the collection of the appropriate reports concerning any biting incidents or property damage incidents and forwarding those reports to the Division Captain.

#### **504.12 Retirement**

The agency recognizes that there will come a time when the canine will no longer be able to safely perform law enforcement duties, due to age and/or medical issues.

The decision to retire the canine will be made by the handler, the unit supervisor and the command staff. In the case of an EOD K9, the Transportation Security Administration and the attending veterinarian must also be consulted.

Upon the conclusion of the working life of the canine, the Sheriff or his designee will determine the manner in which the canine will transition to retired life. In the event that the handler obtains ownership of the canine, appropriate paperwork will be completed relieving the agency of any responsibility for that canine. The handler will then assume the responsibility of all costs associated with the care of the canine, as well as any incidents that may occur with the canine after retirement.

If the handler does not wish to retain custody of the canine, the Sheriff or his designee will make a determination as to the placement of the canine.

**If during the normal working life of a canine, the handler becomes unable to perform the duties of a K9 handler or deputy sheriff, or the handler is promoted or transferred to a position outside the K9 unit, the Sheriff or his designee will determine if and how the canine will be transitioned to a new handler.**

#### **504.13 Patrol Canines**

All Patrol Canines used by the Milwaukee County Sheriff's Office will be purchased and owned by Milwaukee County and the care and maintenance of the canine shall be paid for and completed in a manner consistent with the direction of the Sheriff or his designee. Throughout the working life of the canine, it is to be considered agency property and a member of the Milwaukee County Sheriff's Office.

The Patrol Canine Team has the priority to serve the Milwaukee County Sheriff's Office, but there may be cases where an agency or entity outside the Office of the Sheriff requests the use of a Patrol K9 Team. The decision to fulfill that request shall be made by the K9 handler, K9 supervisor and the on-duty shift commander on a case-by-case basis. They will consider factors such as: training, experience and ability of the K9 team and workload.

The Inspector or his designee shall be apprised of all requests for service outside the agency prior to fulfilling the request.

#### **504.14 Patrol Canine Deployment**

As a general concept pertaining to potential application of a canine, the use of the canine shall be implemented only when the K9 handler has been briefed and informed of all the known facts and circumstances surrounding the applicable incident. Due to the handler's intimate knowledge of the canine's abilities and limitations, the handler shall retain the decision of whether or not to implement the canine in a given circumstance. However, the K9 team remains subordinate to the ranking supervisor present at the scene, as to command and control and overall scene management.

The deployment of a canine to apprehend a subject or to protect and defend individuals in defensive posture, or in the completion of crowd control operations, shall constitute a Use of Force. The use of a canine shall, therefore, conform to the Milwaukee County Sheriff's Office "Use of Force" Policy and applicable reporting requirements.

No K9 handler shall allow their canine to bite a suspect that has voluntarily submitted to arrest and/or is in physical custody and in control of law enforcement or presents no danger to law enforcement officers or the public.

#### **504.15 Patrol Canine Deployment-Building Search**

- Prior to initiating a building search, K9 handlers are to direct and ensure that a perimeter around the structure is set up to prevent persons from entering into the area of the search.
- A K9 handler shall make every effort to verify that there are no persons, other than the suspect, present in the building or location, prior to releasing a canine to search the location.
- A verbal warning shall be given and the giving of that warning will be documented in any reports written about the incident.
- These verbal warnings will include, at a minimum, a **statement that the canine will be released and that the canine will bite the subject**. A reasonable amount of time will be given between each verbal warning, so that the subject has the opportunity to surrender.
- Verbal warnings will be given on each level of a multi-level structure. Tactical situations, under the control of the Milwaukee County Sheriff's Office Special Weapons And Tactical (SWAT) team, may dictate particular and exigent circumstances in which giving the verbal warnings would place the handler, the canine or other officers present in significant danger

from a suspect, as to preclude the giving of those warnings. If warnings are not given, the handler will articulate in their subsequent reporting, that the warnings were not given and the reason(s) for not issuing them prior to the deployment of the canine.

- In the process of conducting a search, K9 handlers shall take necessary precautions to prevent their canines from climbing onto, or being placed onto unstable surfaces.

#### **504.16 Patrol Canine Deployment-Crowd Control**

At the discretion of the K9 handler, K9 supervisor and Division Captain, a K9 team may be used in a 'crowd control' function. This may include, but is not limited to the presentation of the canine, working the canine in a protective arc on a lead and suspect apprehension.

K9 teams may only operate in an apprehension or crowd control function within the confines of the Milwaukee County Jail with the express permission of the on-duty Jail Commander. The Sheriff or his designee shall be immediately notified of such deployment.

#### **504.17 Drug Detection Canines**

All Drug Detection Canines used by the Milwaukee County Sheriff's Office will be purchased and owned by Milwaukee County and the care and maintenance of the canine shall be paid for and completed in a manner consistent with the direction of the Sheriff or his designee. Throughout the working life of the canine, it is considered to be agency property and a member of the Milwaukee County Sheriff's Office.

The Drug Detection teams have a priority to serve the Milwaukee County Sheriff's Office, but there may be cases where an agency or entity outside the Office of the Sheriff requests the use of a drug detection canine team. The decision to fulfill that request shall be made by the K9 handler, the K9 supervisor and the on-duty shift commander on a case-by-case basis. They will consider factors such as: training, experience and the ability of the K9 team and workload.

The Inspector or his designee shall be apprised of all requests for service outside the agency prior to fulfilling the request.

#### **504.18 Drug Detection Canines-School Searches**

The supervisor of the Drug Enforcement Unit or the Targeted Enforcement Unit (TEU) must review requests for a Drug Detection K9 team for a search of a school. The request must be submitted to the Milwaukee County Sheriff's Office from the School Principal or District Administrator.

In accordance with Wisconsin Statute 118.325, the School District must have a written policy in place that allows for searches of student lockers without securing a search warrant. The Drug Enforcement Unit or TEU Unit must receive a copy of this policy prior to the deployment of a K9 team.

While conducting a K9 search of a school, the handler will ensure that a representative of the school's administration remains present at all times. The handler will only be involved to the extent of identifying areas that may contain illegal drugs, based on a positive alert from the canine.

School personnel will conduct searches of the contents of student lockers. If, during the search of any vehicles on school grounds, a canine gives a positive alert for the presence of illegal drugs, the K9 handler or another law enforcement officer will conduct the search of the vehicle. School personnel must be present during the vehicle search.

#### **504.19 Drug Detection Canine-Building Searches**

Building searches for the purpose of discovering illegal drugs shall be done only when permission has been given to conduct the search by a person with the legal authority to authorize such a search or upon the securing of a search warrant.

The Milwaukee County Sheriff's Office canines may be used to search physical locations within the Milwaukee County Jail. The searches done by K9 teams will be done after the inmates have been removed from the area to be searched.

Canines will not be used to search a person, and there will be no specific and deliberate direction by the K9 handler to do so.

#### **504.20 Drug Detection Canine-Vehicle Searches**

A K9 sniff of a stopped vehicle conducted by a 'well-trained' narcotics sniffing canine, if conducted during the normal course of the traffic encounter, does not create an unlawful detention of the subject under the Sixth Amendment, and is not a constitutional infringement as the canine can only alert to the presence or absence of an illegal substance and not disclose the 'intimate details' of the subject's life, that the Constitution serves to protect.

#### **504.21 Drug Detection Canine-Training Aids**

In order for the Drug Detection Canines to maintain their proficiency in the detection of illegal substances, continuous training with various amounts and types of substances (i.e. marijuana, cocaine) contained in a variety of wrapping materials is necessary. These substances, converted for use as K9 training aids, shall be issued for training purposes only by the supervisor of the unit.

The supervisor will install a method of accountability and inventory to ensure that these substances are properly accounted for, stored and disposed of when they are no longer viable for training.

The supervisor of the K9 unit will establish or designate a depository for the storage and security of these substances. The depository shall be established in an area of non-public access and shall be kept locked and secured excepting those times when K9 handlers are actively retrieving or preparing training aids for use. Any safe or lock box used for this purpose shall be of sufficient size or sufficiently anchored in a manner that would preclude removal from unauthorized personnel.

The supervisor of the K9 unit shall contact the supervisor of the Drug Enforcement Unit or the Target Enforcement Unit to coordinate the issue of drug-related training substances. Under no circumstances shall the Drug Enforcement Unit or TEU issue drug substances directly to the K9 handlers. When new quantities of fresh drug material is requested, the Drug Enforcement Unit or TEU Unit supervisor will coordinate the return of any unused or expired drug substances from the K9 Unit requesting the new materials, and will coordinate the re-inventory or destruction of the expired materials.

#### **504.22 Explosive Detection Canines**

All EOD handlers and their canines are graduates of the Military Working Dog Course at Lackland Air Force Base, in San Antonio, Texas. All EOD K9 teams will be assigned to the Airport Division-Police Services Bureau, where they can best be utilized.

The Office of the Sheriff and the Transportation Security Administration, through a Cooperative Agreement, own the EOD canines. Through this Agreement, each EOD K9 team is reimbursed up to \$50,000 annually for the care and maintenance of the canine, along with any equipment necessary (i.e. vehicles and maintenance, leashes).

All vehicles utilized by the EOD K9 Unit are purchased by the TSA or through grant money.

- Only officers assigned to the EOD K9 Unit will operate the EOD K9 vehicles.
- The on-call K9 officer may take a K9 vehicle home, with permission of the K9 supervisor. Permission may also be given when special assignments dictate.
- One officer will be assigned to keep a record of all vehicle maintenance.
- K9 vehicles will have a minimum of a half tank of gasoline at all times to allow for quick response to bomb threats.
- One officer will be assigned to keep a record of all other costs and receipts, and prepare paperwork associated with the reimbursement from the TSA.

#### **504.23 Explosive Detection Canine-Deployment**

The EOD K9 teams have a primary responsibility to General Mitchell International Airport and are on a twenty-four hour 'on-call' schedule for rapid response. The 'on-call' EOD K9 team will ensure they keep a 45-minute or less response time to General Mitchell International Airport.

The EOD K9 teams are also available for off-airport site assignments. The decision to respond to any given situation rests ultimately on the available K9 team(s) and the K9 supervisor.

Factors to be considered in the decision:

- Distance
- Availability of team(s)
- Seriousness and time constraints of the call or threat
- EOD K9 teams will not be used for items that are recognized as explosive devices, but refer such matters to the Milwaukee County Sheriff's Office Bomb Squad
- An EOD K9 team will be available to search the area for secondary devices.
- If a search is deemed too dangerous or unsafe for the Canine, there will be no search and the Bomb Squad will be notified.
- If available, the EOD K9 teams will be escorted by an EOD technician.
- The Airport Division Captain will be notified of all bomb calls.
- **Just as there are non-explosive substances, which can trigger a canine's alert, there are also ways to contain or mask an explosive scent so that a dog cannot detect it. For this reason, K9 teams cannot 'clear' an area or package. Upon completion of an explosive sweep, K9 handlers should only say whether or not the dog alerted.**
- With the exception of requests made by any General Mitchell International Airport agency, the Sheriff's Office and surrounding law enforcement agencies, a fee may be charged for services provided by the EOD K9 Unit.
  - The current special event fee will be charged for each team used, with a minimum of three hours each. Other arrangements will be made with the Airport Division Captain.
  - The time charged is based on port to port.



- The requesting agency will be made aware of the fee at the time when the request is made.

#### **504.24 Explosive Detection Canine-Training Aids**

EOD K9 training aids are provided by the Transportation Security Administration and are changed out annually. Types and amounts of training aids are designated each year by the TSA and will be maintained in the TSA explosives bunkers.

- K9 teams will train with all training aids provided, using various amounts in at least the following areas:

- Warehouse
- Luggage
- Terminal(s)
- Vehicles
- Aircraft
- Open Areas

- A log for the keys for the explosive bunkers will be utilized. K9 handlers will sign in and out every time they take the keys out of the box. A register will be kept for the location of all key box keys, as well as kennel keys.

- A log will be maintained inside the bunkers and will be filled out every time a handler removes, returns or inventories any training aids from the bunker.

- Training aids will be removed and returned by two officers, to include one EOD K9 officer.

#### **504.25 Explosive Detection Canine-Veterinarian**

The current veterinarian of the EOD K9 Unit is Dr. G.D. Bendixon, DVM, of Companion Animal Health Center. The clinic is located at 13100 W. National Avenue, New Berlin (262-789-1954).

Any after hours emergencies can be taken to the Animal Emergency Center at 2100 W. Silver Spring Drive, Glendale (414-540-6710) or Emergency Veterinary Service at 360 Bluemound Road, Waukesha (1-866-542-3241).

All major treatments of the canines will be referred to the TSA Field K9 Coordinator and the veterinary staff at Lackland Air Force Base.

Only the EOD K9 Unit, collectively, can make the decision to use the services of another veterinarian, with the approval of the Airport Division Captain.

Approved:

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David A. Clarke Jr., Sheriff

Milwaukee County



MILWAUKEE COUNTY  
HOUSE OF CORRECTION  
Inter-Office Communication

DATE : September 5, 2013  
TO : All Agency Staff  
FROM : Kerri McKenzie, Assistant Superintendent *KAM*  
SUBJECT: Contraband – Sharp Objects

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**On September 3, 2013, the following policy change had been sent to all Milwaukee County municipality Chiefs of Police:**

“As you are aware, contraband threatens the overall security of any jail. It endangers the lives of staff, inmates and the public. At the Milwaukee County House of Correction contraband must be controlled because:

1. Inmates view contraband as a sign of power; those who possess contraband could gain power over other inmates by controlling the distribution of illicit resources that are in wide demand.
2. Inmates could make weapons and then use them on other inmates, staff, or themselves.
3. Inmates could use contraband to escape or create a disturbance.
4. Limiting contraband leads to better control of inmates and thus, better safety within the institution.

Due to the reasons listed above, we have implemented the following policy effective immediately:

**The Milwaukee County House of Correction will not accept any knives, any sharp objects, items that may be construed as a “sharp” or edged weapon, from arrestees that are being transported by your agency to the HOC. This prohibition includes sharps or edged weapons that are sealed in a bag or by any other means.**

Before transport of an inmate to the House of Correction, please have your officers aware of this new policy.

Thank you for your cooperation in this matter.”



**MILWAUKEE COUNTY  
HOUSE OF CORRECTION**  
Inter-Office Communication

**DATE** : June 2, 2016  
**TO** : All Staff  
**FROM** : Kerri McKenzie, Assistant Superintendent  
**SUBJECT:** Items allowed in with Probation and Parole agents

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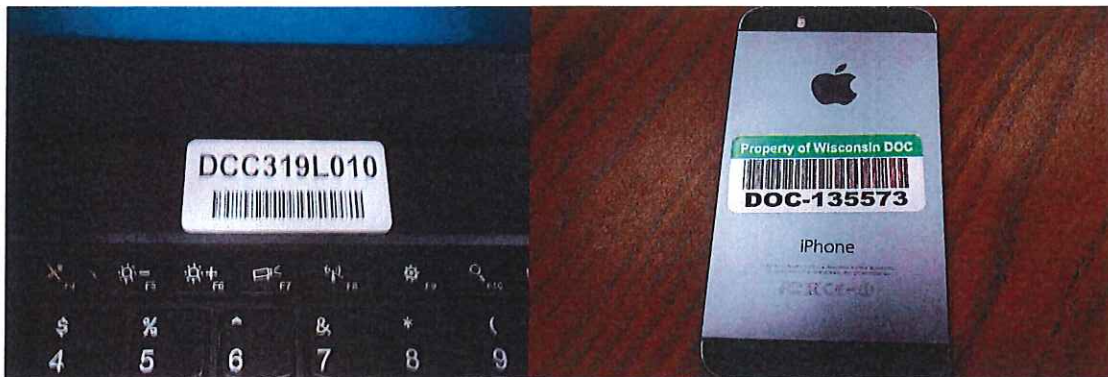
Effective Monday, June 6, 2016:

State agents for Probation and Parole shall be allowed to carry in a **state owned cell phone ONLY when bringing in a state owned laptop**. The phone is used as a hotspot for the laptop.


If the state owned laptop is not present, the phone shall NOT be allowed within the facility.

Both phones and laptops shall have a state agency bar code attached firmly to the electronic device or shall not be allowed within the facility.

Bar codes will look like the following:



If any questions arise on an individual basis, please contact the Captain on duty for verification of the items.

  
Kerri McKenzie  
Assistant Superintendent

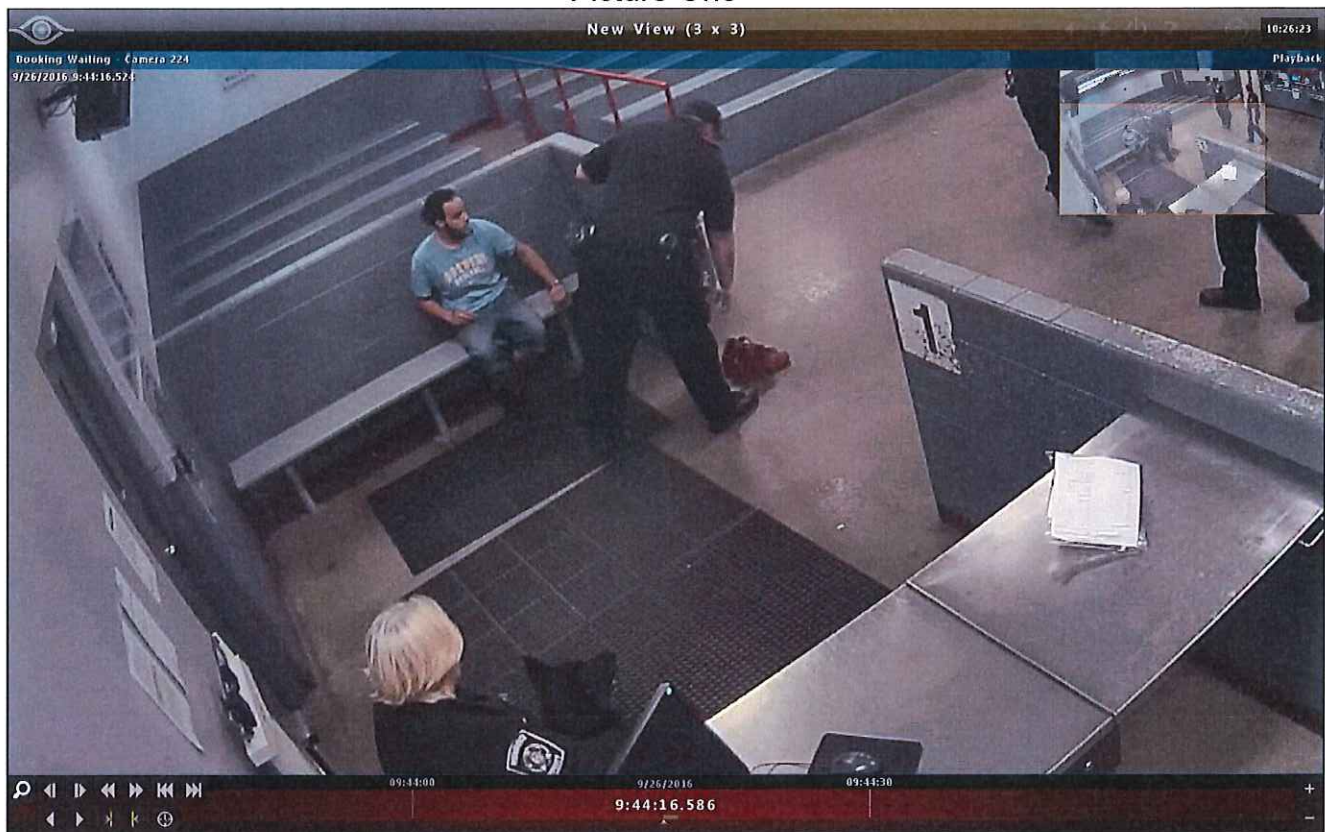


**MILWAUKEE COUNTY  
HOUSE OF CORRECTION**  
Inter-Office Communication

**DATE** : September 26, 2016  
**TO** : All staff working or assisting in booking  
**FROM** : Gregory Bacon, Captain  
**SUBJECT:** Booking room protocol

Any officer that accepts an inmate into the Pre-book area from the street (DITR's, municipalities, WCS, etc) will ensure that the new booking IS HANDCUFFED to the bench. The new booking may be unhandcuffed to be medically screened as long as an officer is present. The inmate will be handcuffed to the bench again, until it is time for the inmate to be changed over into House of Correction clothing. Pre-book is not sterile.

Picture One



**Booking room staff must ensure that a PROPER CUSTODIAL SEARCH is conducted on the new booking while the new booking is in the Pre-Book area.**

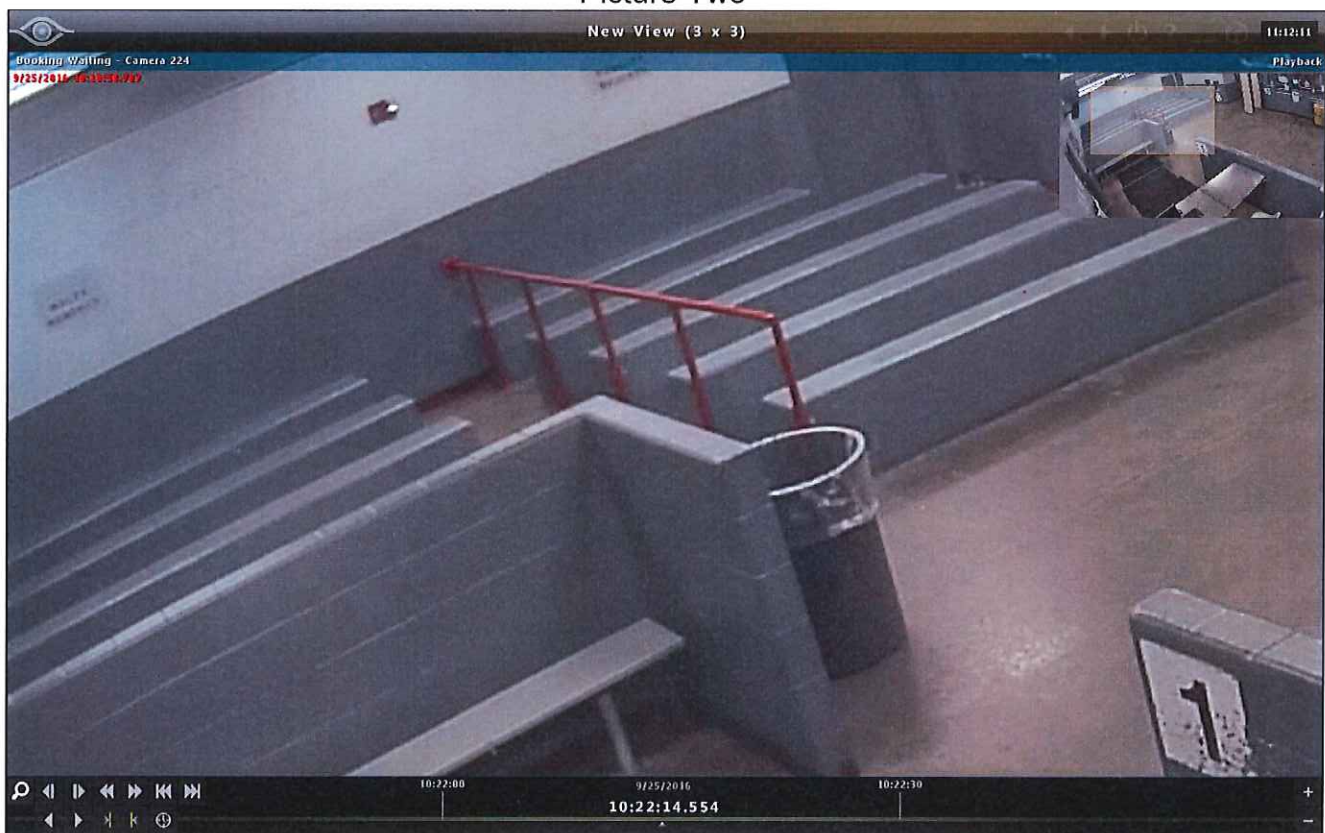


**MILWAUKEE COUNTY  
HOUSE OF CORRECTION**  
Inter-Office Communication

**A custodial search will be conducted by an officer of the same sex. This must be a methodical and meticulous. Every layer of clothing must be searched. Every area from the top of their head to the bottoms of the new booking's feet must be searched. If you have any questions or concerns ask your on duty supervisor immediately.**

Once the inmate is changed over into HOC clothing the inmate shall be placed in the open waiting seating area. Males are on one side and females are on another side separated by a red bar. This area is sterile.

Picture Two



AT NO TIME shall an inmate who has been searched and changed over re-enter the Pre-Book area (refer to picture one). Inmates must be supervised at all times and this must be strictly enforced.