

{PRIVATE }Scott
Walker{PRIVATE }
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
819 North Sixth Street
Room 128
Milwaukee, WI 53203-1675
Telephone: (414) 227-3997
Facsimile: (414) 227-5232

State of Wisconsin Department of Corrections

September 27, 2016

Sheriff Dale Schmidt
Washington County Sheriff's Department
500 North Schmidt, Road, P.O. Box 1986
West Bend, WI 53095-7986

RE: Washington County Jail, 2016 Annual Inspection

Dear Sheriff Schmidt:

The 2016 annual inspection of the Washington County Jail was conducted on September 8, 2016 pursuant to Wisconsin Statute 301.37(3). The inspection compared your facility and its operations to the Department of Corrections Administrative Code, Chapter DOC 350, and to applicable state statutes. The Washington County Jail has an approved rated capacity of 321 which was verified during the inspection. On the date of the inspection there were 210 inmates housed in the facility (175 male, 35 female), with an additional 4 offenders on electronic monitoring. This report summarizes the findings of the inspection and identifies improvements since the last annual inspection, as well as any applicable recommendations.

INSPECTION SUMMARY

Summary of Progress from the Previous Inspection

Since the last annual inspection in 2015, a number of operational changes and improvements have been realized at the Washington County Jail. Some of these improvements include the following:

- In an effort to address recruitment and retention concerns, a new promotable position of Correction Officer II was developed. Promotion is based on training and experience and approximately 25 officers have been promoted. The new position appears to have been well received by staff.
- AA and NA programs have been expanded to open up more opportunities for both straight time and Huber inmates. The Veterans Services Program has been modified and increased with collaboration from the Washington County Veteran Services Officer and Outreach Coordinator from the Center for Veterans Issues.
- The Sheriff's Office has begun to implement Lexipol for their policies and procedures manual.

- The facility has been approved for a capital improvement project to update and enhance the camera and recording system in the jail.

Physical Environment

The inspection included a walkthrough of the facility that included housing areas, programming rooms, intake, kitchen, laundry, property room, and health services unit. Overall, the Washington County Jail remains in good condition as the facility continues to implement its monthly cell and pod inspections that document areas in need of maintenance and repair.

As noted in past inspection reports, a number of cells within the housing units continue to have toilet paper stuck to either the ceiling or walls, and inmates are using toothpaste to secure materials to the walls of the dayroom. It was suggested that administration review the feasibility of utilizing inmate workers to thoroughly clean and scrape the housing units free of debris. The shower bar shelves in A and F continue to have rust, and molding is becoming more present.

The mattresses in many of the housing units are in need of replacement. Although this is a costly endeavor, there is a need to purchase new mattresses which can be accomplished incrementally over time.

It should be noted that the property room was found to be in excellent condition compared to past years. It was recently cleared of a lot of property from inmates who have either been released or transferred to prison.

Jail Operations

Security practices are being completed as required, including door and lock inspections, fire inspections (last completed by City of West Bend Fire Department on 1/27/16), inmate classification, and physical security observation checks. As noted in previous inspection reports, the monthly maintenance checks and pod inspections (safety and sanitation) continue to be an excellent tool for identifying physical areas in need of repair or cleaning.

A spot review of physical security checks being completed via the electronic Guard1 Plus system showed that checks are being completed approximately every 30 minutes during 3rd shift and every 60 minutes on 1st and 2nd shifts. Inmates under suicide watch or with other special needs are being physically checked approximately every 15 minutes at irregular intervals. During 1st and 2nd shift, the pod control officer is also conducting physical security checks that are documented on the activity log. It was suggested that administration review the feasibility of adding a Guard 1 Plus button inside the pod control booth so that security checks are maintained on a single database rather than two.

Pursuant to administrative code, each individual admitted to the facility is provided with a copy of the Washington County Jail rules and regulations. Additional information regarding jail rules and pertinent notices are posted throughout the facility and in the housing unit dayrooms. There is also detailed information for the general public on many of the rules and regulations at the jail on the Sheriff's official website.

A disciplinary system is in place to address inmate rule violations. A range of sanctions is in place that is dependent upon the type of infraction violated, and the jail Sergeants complete due process hearings for major violations generally within 48 hours of the incident. Disciplinary appeals continue to be handled by the jail administration, and a record of all actions maintained.

A review of disciplinary hearing reports showed them to be well written and explanatory as to why a particular decision was made. Objective jail classification continues to be used to determine inmate housing assignments, and an inmate grievance procedure is in place that permits inmates to address any concerns regarding the condition of their confinement. The database being used to track and log inmate grievances continues to be an excellent tool that allows administration to monitor the facility's inmate climate. A grievance appeal process is also in place that includes review by a Sergeant, Lieutenant, and the Jail Administrator.

A review of completed use of force reports indicate that staff continues to provide detailed information on their actions, as well as those of the inmate. All use of force reports are reviewed by supervisory staff (Sergeants). Although some use of force reports are reviewed by a certified POSC instructor based upon the circumstances of the incident, it was suggested that all reports be reviewed by a certified POSC instructor.

As noted in past inspection reports, there continues to be a concern with the lack of a trained Correctional Emergency Response Team (CERT) at the jail to handle problematic inmates who severely disrupt the orderly operation of the facility (e.g., refuse orders to lockdown or return items from within their cell, major disturbance in dayroom). By implementing a trained/certified CERT team for use with the issues listed above, liability to the facility is potentially reduced.

Health care services continue to be contracted through Advanced Correctional Healthcare (ACH). Health care staff availability to inmates at the facility is good, with 112 hours of nursing (16 hours per day) and physician coverage (once per week) available on site each week. ACH also provides a qualified mental health professional on site 24 hours per week. Washington County's Acute Care Services (ACS) is also available to provide additional resources when ACH mental health is not on site. Dental services continue to be contracted through a local dentist. Health appraisals are being completed on all inmates within 14 days of confinement.

Health screening forms are completed on each individual booked into the jail, with nursing staff reviewing these forms on a daily basis and initialing that they have reviewed the information. Routine sick call is conducted daily when health care staff is on site, with inmates typically being assessed within 24 hours of request. Medications entering the facility are verified and inventoried by a nurse, with medications being delivered to inmates by nursing staff twice per day and by trained officers when nursing staff is not available. The Medication Administration Records are set up and reviewed by health care staff.

During the review of the health services unit, it was suggested that all stock medications stored in blister packages be documented. Currently, these medications are not being documented on either the back of the blister pack or in a logbook, so it is difficult to discern who provided the medication and to whom it was delivered.

The Washington County Jail maintains records and logs as required in administrative code. A review of procedures indicated that appropriate information is being obtained on each individual being booked into the facility. Policies and procedures are in place to inventory property, complete the intake health screening form, and to prepare inmates for entry into the facility. Significant events and occurrences are being recorded in the computerized jail activity log.

Inmate meals continue to be provided by a private vendor, A'Viands. Inmate workers (approximately 7-8) also assist with meal preparation. A review of the 4-week menu cycle showed that it offers a good variety of meals and meets the Recommended Dietary Allowances (RDA) for the inmate population. The menus are reviewed and approved by an A'Viands certified dietician,

with an average minimum of 2800 calories per day. Two of the three meals provided each day are hot. Temperature logs of the coolers, freezer, and hot meals are being completed on a daily basis. There is a need for a thermometer to be placed inside the freezer in the event of an electronic malfunction to document the temperature. Overall, the kitchen was found to be clean and well organized. An external independent kitchen inspection was completed by the Washington County Health Department on 10/28/15 pursuant to DOC 350.11(3). A sharps log is in place, with security staff completing a review prior to the closure of the kitchen each evening. Internal monthly kitchen inspections are also being completed by both security and A'Viands staff.

There continues to be a number of programming opportunities available to inmates confined at the Washington County Jail. Programming opportunities for the inmate population remain similar to past years and include:

- Alcoholic Anonymous and Narcotics Anonymous
- Son Ministries Bible study
- AGLOW Bible study
- Paul Rogers Bible study
- GOAL GED/HSED program via Moraine Park Technical College
- Youth and Family Project parenting class
- UW Extension Making Money Decisions program and Credit and Debit class
- Family Connections: inmate book reading program
- Domestic Violence Group via Friends of Abused Families
- Veteran Services Program

The inspection also included a review of the facility's practices regarding inmate services. Blankets are being exchanged on a monthly basis, with issued clothing items laundered twice per week, and linens once per week. The facility maintains policies and procedures for inmate services such as mail (incoming/outgoing), visitation, recreation, reading materials, and canteen. These policies and procedures indicate that all inmates are being provided reasonable access to these services. As noted earlier, there are a number of mattresses that are in need of replacement.

Approval

On the date of the inspection there were **no violations of administrative code** found at the facility. You and your staff should be commended for the excellent work being accomplished to ensure the safety and security of Washington County. Captain Lehman, Lieutenant Miller and the rest of the staff continue to do a great job with the operation and management of the facility.

The Washington County Jail is approved for operation by this Department. The approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 350, and applicable state statutes occurs.

I would like to thank Captain Lehman, Lieutenant Miller, and the rest of your staff for their assistance and cooperation during this year's annual inspection. Please feel free to contact me should you have any questions or if I may be of assistance to you and your Department.

Sincerely,



Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Rick Gundrum, County Board Chairperson
Scott Lehman, Captain
Rick Miller, Lieutenant
Kristi Dietz, ODF Director
File

{PRIVATE }Scott
Walker{PRIVATE }
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
819 North Sixth Street
Room 128
Milwaukee, WI 53203-1675
Telephone: (414) 227-3997
Facsimile: (414) 227-5232

State of Wisconsin Department of Corrections

July 28, 2016

Superintendent Nicole Sakac
Washington County Juvenile Detention Center
500 N. Schmidt Road
West Bend, WI 53095

RE: 2016 Annual Inspection, Washington County Juvenile Detention Center

Dear Superintendent Sakac:

On July 6, 2016, the annual inspection of the Washington County Juvenile Detention Center was conducted pursuant to Wisconsin Statute 301.37(3). The inspection compared your facility and its operations to the Department of Corrections Administrative Code, Chapter DOC 346, and to applicable state statutes. The facility has an approved rated capacity of 26, and on the date of the inspection there were 11 juveniles in custody (6 male, 5 female). The Detention Center continues to maintain agreements with Kenosha, Ozaukee, and Waukesha Counties to house juveniles at the facility. This report summarizes the findings of the inspection.

SUMMARY OF FACILITY OPERATIONS

Operational/Programming Changes in the Past Year

- New digital flat screen televisions have been added to the housing units.
- A coping skills class has been added through the Youth and Family program, and a life skills class added by Youth for Christ.
- Laptops have been added to the classrooms by the West Bend School District allowing youth more accessible websites to visit.
- Physical education has expanded to now include workout videos in the multipurpose room.

Annual Meeting

Pursuant to DOC 346.05, the last annual meeting was held on August 26, 2015. As noted in past reports, the annual juvenile detention meeting continues to be well attended and is extremely informative. Among the items discussed were the annual juvenile statistics, updates from the West Bend School District, discussion of the DOC inspection, and presentations from a number of the organizations operating youth programs at the facility.

Records and Reporting

The inspection verified that appropriate information is being obtained on each juvenile being admitted to the facility as stipulated in administrative code. Information is also documented on a variety of logs and records

being generated throughout the facility. Daily behavioral logs are maintained on each juvenile, with the activities of each juvenile being recorded electronically. As outlined in administrative code, this office is consistently being informed of any unusual occurrences at the facility. Additionally, all information requested by this Office has been promptly furnished by you or jail administration.

Additional logs are also being maintained for the classroom and activity room when they are being occupied. A review of documents indicated that staff are completing security checks of the classroom approximately every 25-30 minutes when in use. Staff always maintain a presence when juveniles are in the activity room and document the time and number of juveniles using this space. Security staff also escorts all juveniles from the classrooms back into the housing units. These continue to be excellent practices that ensure the safety and security of the facility.

It was suggested that administration review the need to have both a manual and electronic log via Guard 1 Plus for security checks of the activity room and classrooms. Currently, staff is utilizing both procedures to log security checks.

Health Screening and Care

The Detention Center's health care, as well as that of the county jail, continues to be operated by Advanced Correctional Healthcare. Nursing is provided between the jail and detention facility for approximately 16 hours per day (112 per week), with the physician on-site each Friday for 1-2 hours. Mental health is also available 24 hours per week for juveniles and adults, with county services available via ACS at all hours.

The inspection found that the requirements of "Health Screening and Care" as set forth in administrative code are currently being met by the facility. As part of the juvenile admission process, an initial health screening is completed by an intake worker to determine if any significant medical or mental health problems exist and, if admitted, nursing staff review the health screening form and provide immediate follow-up with the juvenile, if necessary. Health care staff collects completed health screening forms multiple times throughout the day, and health care personnel triage youth within the detention center and not in their office located in the adult portion of the facility. All juveniles admitted to the facility are provided a physical and TB testing within the first 7 days of confinement. Medications entering the facility are verified and inventoried by a nurse, with medications being delivered to juveniles by officers.

Nutrition

Food service for both the jail and detention center continues to be operated by a private vendor, A'viands. The 4-week cycle food menus reviewed appear to provide a good variety of meals that meet the basic requirements of the population on hand. The 4-week menu cycle provides an average minimum of 2800 calories per day. Milk is served at each meal, with a minimum of two meals per day served hot as stipulated in DOC 346.29. A snack is also being provided each evening to juveniles. A certified dietician from A'viands reviews and approves the menus for juveniles. The kitchen was also inspected in October, 2015 by the Washington County Health Department.

Security and Fire Safety

Monthly checks are being conducted on the facility's cell and fire escape locks and exit doors per DOC 346.46 (5). As part of the monthly inspections, a thorough review of each area of the Detention Center, including all cells, is completed in terms of maintenance issues needing to be addressed. This continues to be an excellent practice that ensures a safe and clean environment.

The last fire inspections conducted by the West Bend Fire Department were completed on 1/27/16 and 9/16/15, respectively. Monthly inspections of the SCBA's are occurring, and evacuation routes are posted. Fire protection and evacuation policies and procedures are also in place.

Recreation and Exercise, Hygiene and Clothing, Visitation

The Washington County Juvenile Detention Center is equipped with an indoor exercise/multi-purpose room in order to provide daily exercise as outlined in DOC 346.39. The school program also incorporates a class that includes workout videos, yoga, art, and music instruction during the school week. Games, reading materials and other activities are also available to juveniles. Stationary workout equipment is also available in the multi-purpose room, which provides for large muscle development. As noted in past inspections, there continues to be a need for an outdoor recreation area for juveniles.

Each juvenile is provided a shower at the time of admission and on a daily basis thereafter. There are also practices in place to ensure that each juvenile is provided the necessary hygiene items, clothing, linens, and blanket exchanges as required in administrative code. Bedding and towels are exchanged twice per week, with undergarments, including socks, exchanged on a daily basis.

There are also practices in place to provide access to family and professionals through visitation, telephone and mail. Sufficient hours and availability for visitation is provided to each juvenile. Family visitation is done through scheduled visits. Visitation hours are set between the hours of 1:30-4:30 p.m. and 6:30-8:30 p.m. on a daily basis. The Superintendent may also arrange special visits on a case-by-case basis. Free phone calls are allowed upon admission, and collect calls are available in the housing units. Writing materials and postage are made available for those juveniles who would like to correspond with family or professionals.

Discipline

The rules of the facility are provided to each juvenile upon admission. A progressive system of sanctions is imposed, depending on the incident, which range from a verbal warning to cell restriction. For more serious violations, there is a due process system in place, which includes disciplinary hearings and supervisory review. A spot review of the disciplinary hearing process showed that a Sergeant is providing a hearing within 24 hours of the incident(s).

A review of both disciplinary and use of force reports showed that staff are provided detailed and well written reports. All reports are recorded electronically and reviewed by supervisory staff.

Observation of Juveniles

Physical security checks continue to be completed and documented through the use of the Guard One Plus system in which the sensors are strategically located in each of the housing units. A spot review of the Guard One Plus printouts indicated that physical security checks are being completed approximately every 30 minutes when youth are confined to their cells. However, a number of checks reviewed were found to be beyond the 30 minute requirement. Please ensure that staff completes their checks in the required timeframe. For those juveniles in cell confinement, or who are exhibiting behavioral or mental health issues, checks appear to be completed at least every 15 minutes in accordance with administrative code.

During the inspection it was suggested that the Superintendent obtain access to the Guard One Plus database in order to have the ability to review staff security checks. Currently, supervisory staff (Sergeants) reviews the security checks for the entire facility, including the adult housing units. Considering the administrative code requirements for security checks for juveniles and adults differ significantly, it was discussed that the Superintendent was best suited to review the juvenile security checks.

Programming

The Detention Center offers a number of programming opportunities for youth confined to the facility. However, the principal component to programming at the facility continues to be the educational services of the West Bend School District (Washington Street School). During the regular school year, classes are held in the morning and afternoon with a total of 5.75 hours of instruction per day. The West Bend School District also provides a summer school for juvenile detainees. Aside from the core educational courses, school programming

during the year also includes workout videos, yoga, art, circle, and drumming. Monthly educational attendance records are being maintained as required.

Other programs available include Friends of Abused Families Boys and Girls Support Groups, Youth and Family Process Group, Youth and Family coping skills/emotions control, Youth for Christ life skills, and Nutrition Education via UW Extension. Bibles, Korans, and other religious texts are also being provided upon request.

Physical Environment

A walkthrough of the cells, dayrooms, support and common areas was conducted during the inspection. The overall condition of the facility was good, and it appears staff continues to do an excellent job maintaining a clean and sanitary environment for themselves and the youth. Juveniles remain responsible for maintaining their individual cells and dayrooms under the supervision of staff.

The flooring tile in many of the housing units is in need of replacement.

As noted last year, it was suggested that administration review the feasibility of having the school art program at the detention center work on painting murals in the multipurpose room to show off some of the excellent work being completed by the youth confined at the facility.

APPROVAL

On the date of inspection, **no violations of administrative code** were observed. The Washington County Juvenile Detention Center is approved for operation by this Department with a rated capacity of 26. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 346, and applicable state statutes occurs. Your staff should be commended on the excellent job they complete on a daily basis to ensure the safety and security of the facility.

I would like to thank you and the rest of your staff for their assistance and cooperation shown during this year's inspection. Please feel free to contact me should you have any questions or if I can be of assistance to you and your staff.

Sincerely,



Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Dale Schmidt, Sheriff
Scott Lehman, Jail Administrator
Kristi Dietz, ODF Director
File