

AGENDA  
JAIL STUDY ADHOC COMMITTEE

DATE: Thursday, February 18, 2021  
TIME: 9:00 AM  
LOCATION: Courthouse, Room 114

1. Call to order
2. Public Comments
3. Approve minutes from previous meeting
4. Finance discussion
  - Bonding status
  - Mill rate and tax levy impact
5. Current jail insurance concerns with AEGIS
6. Next meeting:
  - March 4, 2021; 11:30 am Wood County Courthouse, Room 114
7. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 187 933 5880

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m63972c72ff299e77b519426702613b35>

Meeting number (access code): 187 933 5880

Meeting password: JS0218

MINUTES  
JAIL STUDY ADHOC COMMITTEE

DATE: Thursday, February 4, 2021  
TIME: 11:30 AM  
LOCATION: Courthouse – Safety Conference Room 105A

Members Present: Laura Valenstein, Jake Hahn, Adam Fischer, John Hokamp, Al Breu, Lee Thao, Dave LaFontaine

Others Present: Reuben VanTassel, Quentin Ellis, Shawn Becker, William Winch, Dennis Polach, Susanna Pearson, Ted Ashbeck, Bill Clendenning, Janelle Krueger, Ray Bossert, Trent Miner

Chair Valenstein called the meeting to order at 11:30 AM.

There was no public comment.

The minutes from the previous meeting were reviewed. Motion by Fischer/Thao to approve as presented. Motion carried by voice vote.

The soil boring report of the courthouse property was reviewed. Facilities Manager Reuben VanTassel indicated that there were no impediments found that would prohibit construction of a building. Discussion, questions, and answers followed.

VanTassel reviewed the maintenance and capital project needs in the current jail. A report was provided to the committee for review. Each item was gone over and explained. While there are smaller capital items being planned for the jail, they do not address the larger issues that remain in the facility.

The utility charges for the current jail were presented to the committee and discussed.

Criminal Justice Coordinator Janelle Krueger discussed the limitations of providing inmate services in the current facility, space being at the forefront. Jail Administrator Ted Ashbeck discussed the various workarounds they use in order to provide the inmate services they do. The goal of the various programs is the lowering of recidivism rates. Discussion revolved around program costs if additional inmates were able to participate in programs. It was noted that those inmates being housed out of county are usually not able to participate in programs in the counties they are housed in due to the fact that many of these programs are for county residents only.

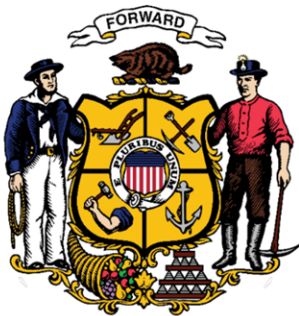
Krueger provided information about the various methods of service currently being provided to inmates in the jail, as well as enhancement/strengthening of those services. It was noted that even with enhancement, it may not lower jail census due to the growth trajectory of inmate populations. Extensive discussion about probation holds and the current COVID guidelines.

Sheriff Becker stated it was hard to project where the inmate population would be after the pandemic and will be dependent on the probation hold guidance that comes down.

Future agenda items included a presentation by the county's insurance carrier, Aegis, as well as a presentation by John Cain of Venture Architects. Out of county jail tours may be forthcoming as well.

Chair Valenstein adjourned the meeting at 12:47 PM.

Minutes taken by Trent Miner, County Clerk, and are in draft form pending approval of the committee.



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Office of Detention Facilities

February 6, 2020

Sheriff Shawn Becker  
Wood County Sheriff's Office  
400 Market Street  
Wisconsin Rapids, WI 54495

### RE: 2019 Annual County Jail Inspection

Dear Sheriff Becker,

On December 3, 2019 the annual inspection of the Wood County Jail was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to the Department of Corrections Administrative Rule Chapter DOC 350, applicable state statutes, and best correctional practices. The inspection included a dialogue with staff and inmates, a review of records, and a walkthrough of the building to assess the safety, sanitation, adequacy, and fitness of the facility.

### Facility Summary

The facility was built in 1950, was modified in 1992, and has a maximum rated capacity of 132 adult inmates. **On the date of the inspection the total adult inmate population was 238.** There were 98 inmates housed at the facility, 102 Safe Keepers being held in Waupaca and Adams Counties, and 38 inmates were assigned to the Electronic Monitoring Program (EMP).

The facility has a linear design with the following housing units:

A Block: 5 single cells	L Block: 4 bed dormitory
B Block: 5 single cells	N Block: 4 bed dormitory
C Block: 5 single cells	P Block: 12 bed dormitory
D Block: 5 single cells	R Block: 12 bed dormitory
E Block: 5 single cells	S Block: 12 bed dormitory
F Block: 5 single cells	T Block: 4 bed dormitory
G Block: 8 bed dormitory	X Block: 2 single cells
H Block: 8 bed dormitory	Y Block: 3 single cells
J Block: 9 bed dormitory	Z Block: 2 single cells
K Block: 2 single cells	Huber M: 12 beds

### Operational Changes/Improvements

- ✓ Partnership with Three Bridges to Recovery for inmates with heroin dependency issues
- ✓ Added a full-time qualified mental health professional (QMHP) to help address the mental health needs of the inmate population
- ✓ Upgraded video equipment storage and replaced DVR fans to improve performance
- ✓ Added new cameras
- ✓ Added emergency lighting in hallways, Huber, and booking area
- ✓ Cross training with the Patrol Division reference to DOC 350 requirements
- ✓ Kitchen plumbing replaced due to pipe failure

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- ✓ New tile installed
- ✓ Upgraded all showerheads and related equipment to reduce possible tie off points
- ✓ Added wellness check pads to all the holding cells
- ✓ Received quotes for removing bars from individual cells on north end
- ✓ Update policies and procedures in Lexipol
- ✓ Mental health staff coordinated with a local agency to provide victim services/advocacy for domestic violence and sexual assault victims. Two group sessions will be held in the jail for females who are victims of sexual assault. Classes will be an hour long and limited to eight individuals in each group
- ✓ Phone cards purchased in the lobby kiosk are no longer given to inmates. The pin is given instead to reduce contraband coming in on the cards
- ✓ Representative assigned to Wood County Drug Court to assist Wood County in the identification and processing of inmates in need of additional services
- ✓ Contracted with the Adams County Jail to hold 25 inmates (Safe Keepers)
- ✓ Added electrical for all holding cells to accommodate medical equipment
- ✓ Removed obsolete dryer in the main side laundry
- ✓ Upgrade all lighting to LED starting with hallways

Jail administration is commended for both short and long-term goal setting and facility needs planning.

### **Current Goals/Initiatives**

- Complete a jail study for Wood County
- Continue photocopying all inmate mail and delivering them the photocopy (to reduce contraband)
- Continue upgrading all lighting to LED in cell blocks
- Video Court in Safe Keeper facilities to link inmates to the Wood County court system
- Tablets to facilitate communication and inmate accounts linked through Wi-Fi
- Video visitation and e-mail for inmate population
- Add a 3<sup>rd</sup> floor secure elevator to the courthouse and jail to transport inmates to court
- Partner with Mid-State Technical College to provide GED/HSED and technical course prep for continued education
- Continue to work towards finalizing Veteran's Court

### **Inmate Resources**

- **Programming:** The following programs are provided at the jail: GED/HSED instruction through Mid-State Technical College, Drug Court, Windows to Work, Sexual Assault Support Group, Smart Recovery, Three Bridges Recovery, AA, and NA.
- **Religious Services:** Multidenominational church service and Bible study are available weekly to male and female inmates.
- **Medical:** Healthcare services are contracted through Advanced Correctional Healthcare (ACH) for 52 hours a week. A physician is onsite weekly and available on-call.
- **Mental Health:** Mental health services are contracted through ACH 40 hours a week.
- **Food Service:** On the date of inspection, inmate meals were contracted through Summit Foods. Trinity Services Group is now contracted for inmate meals.
- **Commissary:** Wood County offers canteen twice a week to eligible inmates.
- **Visitation:** Inmates are allowed one 45-minute visitation/week, unless deemed otherwise by a mental health professional. Visitation is available on Tuesday, Wednesday, Thursday, and Saturday for general population and Sunday for Huber inmates.
- **Recreation:** Recreation is limited to dayroom activities and the outdoor recreation area (weather and staff permitting).
- **Reading Materials:** Book carts are wheeled into the housing units each night.

## **Inspection Summary**

The overall appearance of the jail was in satisfactory condition. It was noted during the walkthrough there were some areas of peeling paint, missing tile, writing on walls, and toothpaste and/or paper on the walls and ceiling which should continue to be monitored and noted on a monthly basis with inmates being held accountable for the damage they incur, whenever possible. During the walkthrough of the facility all radios, doors, and locks appeared to be in working order; however, it is noted in one internal safety inspection (03/19) there was a cell door in D block which could not be closed by central control. Officers had to physically enter the cell to pull the door closed, creating a potential safety issue had an emergency situation arisen. There were several routine maintenance requests made each month regarding water pressure and/or temperature, housing unit temperatures, and plumbing and/or light fixtures, which given the age of the facility is not surprising. Some notable concerns were a broken light bulb and exposed wiring in J block, as well as a toilet that came completely off the wall. It is noted the jail is currently updating the facility with LED lights.

Your jail and maintenance staff are commended for their thoroughness in the internal monthly safety and sanitation inspections and in making maintenance requests in a timely manner to help in the upkeep of the aged facility.

A review of the documentation provided indicated that annual staff training was completed on required topics, annual fire inspections were completed by the Wisconsin Rapids Fire Department on 4/2/19 and 10/4/19, the annual kitchen inspection was completed by the Wood County Health Department on 6/26/19, an annual menu review by a registered dietician was completed, housing unit search/shakedowns are done on a regular basis, pest control is done on a monthly basis, inmate counts are completed each shift and at least three times a day, and internal kitchen inspections are completed. One thing of note on the internal kitchen inspection forms is that on each kitchen inspection form reviewed, the sections for refrigerator and freezer temperature records were all checked as “acceptable”; however, daily documentation for those logs were missing on the log sheets reviewed on the day of inspection. Continue to work with kitchen staff to stress the importance of maintaining and reviewing these logs.

Overall, inmates had very positive things to say about the day to day operations of the jail and the conditions of their confinement. They reported seeing staff several times a day in the housing units and were pleased with the food service. Staff is commended for the overall facility climate.

## **Violations**

*The following violation was noted during this year’s inspection process:*

- ☒ **Administrative Code 350.18(1) (b)** requires that all inmates on a suicide watch are personally observed by security staff at staggered intervals not to exceed 15 minutes in length. A spot check of records revealed noncompliance with some wellness checks noted outside of the required 15 minutes. It is noted that the majority of observations were completed within a timely manner, some within minutes of each other. Continue to work with and educate staff on the importance of these checks and documentation.

## **Recommendations:**

- **Kitchen** - Add the sharps log to the internal monthly kitchen inspection, as well as a section for review of dishwasher temperatures. A sharps log was missing the day of the inspection, as well as freezer and dishwasher logs missing documentation. Continue to work on maintaining daily sharps and temperature logs. It is noted that on the day of the inspection Summit Foods was the contracted kitchen provider. Since that time a new company has been contracted and a new kitchen manager is in place.
- **Discipline** – Overall, your major rule violation documentation is well written and easy to follow. There are two additions I would recommend for your consideration on the Major Rule Violation Notice and Hearing/Waiver form which encompass the procedural requirements of DOC 350.24(2) & (3). They include adding a box for staff to check if a hearing is necessary-whether or not the inmate signs the acknowledgment form. As you know, it is not uncommon for an inmate to refuse to sign the acknowledgment of violation. This way staff can make it clear on the form if a hearing is needed to avoid a hearing being delayed (as noted on one major rule violation reviewed) or missed. In addition, add a spot to document the inmate was given a copy of the disposition and was informed of their right to appeal.
- **Use of Force** – It is recommended a review of your Use of Force policy be completed. Best correctional practice includes a review of use of force incidents by someone who has the background and training in use of force such as a DOJ certified POSC Instructor.
- **Overall Maintenance** - The age of the building, coupled with the fact that the facility is near or over capacity on a routine basis, makes it difficult to address maintenance issues at the facility. A jail facility study in conjunction with a population review would be beneficial in identifying options to address the facility's space and building needs (it is noted a jail study was recently initiated and is in progress).
- **Population Levels** - As you are aware, the inmate population continues to increase beyond the level of your approved facility capacity. Jail management has been doing their best to manage that population through contract housing with other facilities and increased monitoring programs. The process of creating a Jail Study Committee to formulate any potential solutions, along with continued efforts in finding the right solution for Wood County is supported by this office and I am available to assist in this process to the extent that I am able (as noted above, a jail study was recently initiated).
- **Housing/Space Needs** - It was noted on the date of the inspection that there is no dedicated search and change-out area in Booking/Intake. These duties are completed in an open receiving or holding cell as they become available. Additionally, the facility has only one dedicated suicide watch cell; however, there may be upwards of 6-11 inmates on suicide watch at one time. Compounding the space need is the fact that none of the cells used for suicide watch are in direct line of sight by staff. The medical office/exam room, as well as the property storage room and laundry area are also operating in small spaces and would benefit from a space needs evaluation. The efforts placed into an overall operational study for population levels (as noted above) as well as facility needs would benefit these issues as well and help to identify potential solutions to the growing population of inmates that have increased medical and mental health needs.

**Approval:**

**The Wood County Jail is approved by the Department of Corrections for the secure detention of adult inmates with a maximum capacity of 132.** This approval is contingent on remedy of any code violations and continuing compliance with all applicable Wisconsin state statutes and administrative code.

I wish to thank Captain Ashbeck and the rest of the staff on duty the day of the inspection for their assistance, cooperation, and professionalism during the inspection process. All of the documentation I requested was well prepared and organized, and I make special note of your discipline and suicide watch documentation, which is thorough and easy to follow.

Should you have any questions or concerns regarding this inspection report please do not hesitate to contact me.

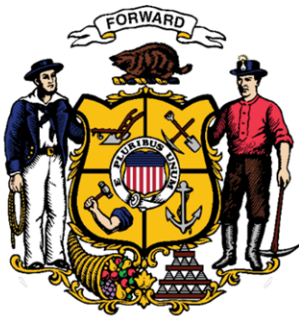
Respectfully,

*Jodi Hollister*

Jodi Hollister  
Detention Facilities Specialist  
Department of Corrections

cc: Theodore Ashbeck, Jail Administrator  
Melissa Roberts, Director ODF  
File





# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Office of Detention Facilities

July 21, 2020

Sheriff Shawn Becker  
Wood County Sheriff's Office  
400 Market St  
Wisconsin Rapids, WI 54495

### **RE: 2020 Annual Jail Inspection**

Dear Sheriff Becker,

On July 9, 2020 the annual inspection of the Wood County Jail was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to the Department of Corrections Administrative Code Chapter DOC 350, applicable state statutes, and best correctional practices. The inspection included a dialogue with staff and inmates, a review of records, and a walkthrough of the building to assess the safety, sanitation, adequacy, and fitness of the facility.

### **Facility Summary**

The facility was built in 1950 and modified in 1992. **It has a maximum rated capacity of 132 adult inmates. On the date of the inspection the total adult inmate population was 180.** There were 57 inmates housed at the facility, 75 inmates being held as Safekeepers in both Waupaca County (60) and Adams County (15), and 48 inmates had been released and placed on the electronic monitoring program (EMP).

### **Operational Changes/Improvements**

- ✓ Smart Recovery Program started
- ✓ Video equipment updated
- ✓ Upgraded all showerheads and related equipment to reduce possible tie off points
- ✓ Added wellness check pads to all the holding cells
- ✓ Obsolete dryer removed and drains repaired in the main laundry room
- ✓ All lighting in the hallways and cell blocks upgraded to LED
- ✓ The inmate property room was reorganized to a numbering system
- ✓ Contracted with Southern Health Partners to increase medical hours
- ✓ Contracted with Aspirus Behavioral Health to increase mental health hours
- ✓ Contracted with Trinity Food Services to provide inmate meals
- ✓ A window treatment was added to outside cell block windows

### Current Goals/Initiatives

- Continue with the Veterans Court initiative
- Partnership with Three Bridges Recovery for inmates with heroin dependence issues
- Cross Training with the Patrol Division on the policies of DOC 350
- Failure to Pay bonds converted to civil judgments
- Create a Huber Coordinator position to assist in EMP - on hold due to COVID-19
- Create a Discharge Planner position for inmates returning to the community
- Implement a Medically Assisted Treatment (MAT) program
- Obtain tablets for inmate communication and visitation
- Add video court to both Safekeeper facilities and the library
- Remove all tile from the shower area and housing blocks
- Add a remote two-way video system allowing programming to occur in recovery blocks during COVID-19
- Update policies and procedures in Lexipol
- Jail study in progress

### Inmate Resources

Due to COVID-19, programming is currently limited but is generally as follows:

- **Education:** GED, HSED, and Technical Course prep are provided by Mid State Technical College.
- **Life Skills:** Windows to Work and a sexual assault support group are available.
- **Alcohol and Drug Programming:** Wood County Drug Court, Smart Recovery, Three Bridges Recovery, AA, and NA are available to inmates.
- **Religious Services:** Multidenominational church service and Bible study are available weekly to male and female inmates.
- **Commissary:** Wood County offers canteen twice a week to eligible inmates.
- **Visitation:** Visitation is available every day at 10:15am, 1:15pm, 2:15pm, 3:15pm, 4:15pm, and 7:15pm, except Monday and Friday. In addition, inmates are currently allowed two free ten minute phone calls a day.
- **Recreation:** Recreation is limited to dayroom activities and the outdoor recreation area as staff and weather allows.
- **Legal Access:** Inmates have access to both an online law library and legal books in the library.
- **Reading Materials:** Book carts are taken into the housing units a minimum of once a week.

### Inspection Summary

During a walkthrough of the facility, the overall appearance of the jail was in satisfactory condition. On the day of the inspection, all radios, doors, and locks appeared to be in working order; however, an area of concern is the age of the doors and locks. They require regular maintenance by both Maintenance and the Jail Administrator, who has taken it upon himself to remove, repair, and replace locks as needed. Your staff and administration are commended on working above and beyond their job duties to maintain the safety of the facility and save money

on outsourced contracted services. Also of concern is the fact that most doors in the facility cannot be electronically controlled by Master Control, rather they must be manually keyed. In the event of an emergency, this creates a significant risk to both staff and inmates.

The overall climate of the jail was positive, which is especially notable due to health concerns associated with the COVID-19 pandemic, as well as the related lack of programming and reduced visitation. Inmates reported seeing staff several times an hour in the housing units and had positive things to say about staff, the food, and the overall conditions of their confinement.

A review of the documentation provided indicated the annual staff training has been completed for the FY 2020, the annual fire inspection was completed by the Wisconsin Rapids Fire Department on 6/30/20, the kitchen inspection was completed by the Wood County Health Department on 2/4/20, kitchen temperatures and a sharps log are being recorded, and all internal monthly fire safety, safety and sanitation, kitchen, and door/lock inspections were completed.

A spot check of documentation indicated wellness checks are completed through the windows of the housing units every thirty minutes and staff enter the housing units generally every hour, with a few exceptions. Formal inmate head counts are conducted three times a day and monthly cell searches are assigned to shifts and rotated to ensure each shift is covered. All issued keys are inventoried and accounted for at each shift change and stored in a secure area.

Trinity Food Service is now the contracted food service provider (formerly Summit Foods). They provide inmate meals on a four-week menu cycle with an average daily caloric intake of 2800. A review of the documentation provided showed menus have also been developed for inmates who are diabetic, glucose intolerant, kosher, lactose intolerant, pregnant, or vegan. The menus were reviewed and approved by a registered dietician of Summit Foods on 1/30/20. Inmate workers are utilized in the dishwashing area and training and orientation is provided and documented.

Medical services are contracted through Southern Health Partners (formerly Advanced Correctional Healthcare). The number of medical hours has increased from 52 hours/week to 60. There is full-time nurse coverage Monday-Friday and a part-time position available on the weekends. An Advanced Practice Nurse Prescriber is onsite once a week on Thursdays and on-call as needed. The morning medication pass is completed by correctional staff while the night pass is completed by the nurse, who then reviews all documentation.

Mental health services are provided by Aspirus and have increased from 40 hours/week to 60. There are 40 hours of coverage Monday-Friday and 20 hours of coverage on the weekends. Your administration is commended for recognizing both the need and importance of both medical and mental health needs and the increase in hours. The facility's administration recognizes the importance of programming and any efforts to increase programming are supported by this office.

***Following the inspection and a review of the documentation provided, the following violations were noted during this year's inspection process:***

- ☑ **Administrative Code 350.11(17) & 350.11(20)** require that food storage and dishwashing equipment temperatures are routinely monitored and documented, and that a security procedure is in place to control and account for sharps, tools, and utensils at all times. A spot check of documentation revealed noncompliance as several temperatures were missing, as well as documentation of the return of sharps on numerous occasions. It is noted that progress was made from last year's inspection as a sharps log is now maintained (a recommendation from last year's inspection). Additionally, most missing documentation was during the term of the previous food service provider but continued communication on the necessity of documentation is recommended.
- ☑ **Administrative Codes DOC 350.16(7) and DOC 350.16(8)** require medications administered to or refused by an inmate shall be documented. A spot check of the medication administration records (MAR) revealed noncompliance as there were several dates missing documentation.

***Based on the tour of the facility and the review of the documentation, the following recommendations are being made:***

- ***Discipline For A Major Violation*** Administrative Code 350.24(3)(d) requires that inmates be given a copy of the written decision and told of their right to appeal. There is no documentation of these two items in the materials reviewed. It is recommended this be added to the major discipline standard report.
- ***Suicide Watch:*** Administrative Code 350.18(1)(b) requires that all inmates on a suicide watch are personally observed by security staff at staggered intervals not to exceed 15 minutes in length. A spot check of records revealed compliance, with two exceptions. Continuing to stress the importance of timely observations and documentation for those inmates on suicide watch is recommended.
- ***Population Levels:*** The inmate population continues to be beyond the level of your approved facility capacity, creating an issue for classification, programming, and housing. Jail administration has been doing their best to manage that population through contract housing with other facilities and increased monitoring programs but a jail facility study in conjunction with a population review would be beneficial for identifying options to address the facility's space and building needs (repeat from last year's inspection. It is noted a jail study is currently in progress).
- ***Housing and Space Needs:*** There is no dedicated search and change-out area in the booking area and programming space is limited. Additionally, the facility has only one dedicated suicide watch cell, which is inadequate as compared to the number of inmates on suicide watch, and none of the cells are in a direct line of sight by staff. The medical office/exam room, as well as the property storage room and laundry area are also operating in small spaces and would benefit from a space needs evaluation (repeat from last year's inspection).

***The following maintenance items are in need of attention to ensure a sanitary and healthful condition as outlined in WI Statute 302.37:***

- Replace missing floor tiles as needed
- Remove writing from tables as able
- Continue to work with inmates to eliminate toothpaste from the walls and ceilings

**Approval:**

**The Wood County Jail is approved by the Department of Corrections for the secure detention of adult inmates with a maximum capacity of 132.** This approval is contingent on remedy of any code violations and continuing compliance with all applicable Wisconsin state statutes and administrative code.

I wish to thank Jail Administrator Theodore Ashbeck, Nurse Allison Nelson, Kitchen Manager Michael Susnik, and the rest of the staff on duty the day of the inspection for their assistance, cooperation, and professionalism during the inspection process. All of the documentation I requested was well prepared and organized and it is evident your staff and administration take ownership in the day to day operations of the facility and pride in their work.

Should you have any questions or concerns regarding this inspection report please do not hesitate to contact me.

Respectfully,

*Jodi Hollister*

Jodi Hollister  
Detention Facilities Specialist  
Department of Corrections

cc: Theodore Ashbeck, Jail Administrator  
Gregory Bucholtz, Director ODF  
File