

Chapter PW-C 50

STANDARDS FOR JAILS, LOCKUPS, WORKHOUSES
AND FORESTRY CAMPS

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PW-C 50.01 Construction or remodeling. (1) All cells must be designed for single occupancy.

(2) Each cell must be at least 5½ feet wide and 7½ feet long and provide 400 cubic feet of air space.

(3) Each cell must contain a rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor, prison-type wash bowl, prison-type toilet, a small shelf-type table and seat both fastened to the wall, and several non-removable and non-breakable hooks for towels and clothing.

(4) There must be at least one shower bath to every six persons in each section on all floors; the section for females may be provided with tub bath. The supply of hot and cold water must be adequate.

(5) Dormitories may be used only for Huber Law prisoners. Such dormitories must include sufficient wash bowls, toilets and shower baths. There should be at least one shower bath, one toilet and one lavatory to every six persons.

(6) Modern selective locking devices must be installed on all security doors leading to jail sections. Doors to cells or detention rooms must also have such locking devices so that doors can be opened and closed individually, collectively, or both.

(7) Advice must be sought from the local fire department to plan complete fire protection, including necessity for fire extinguishers, fire alarms, fire drills and inspection service.

(8) When plans have been approved by the Wisconsin state industrial commission, two sets of plans and specifications must be forwarded to the state department of public welfare, division of corrections, for its approval. Upon approval, one set of plans will be so marked and returned. The remaining set will be retained for division files.

PW-C 50.02 Records and admission. (1) Juvenile and adult inmate records must be kept in separate registers to insure confidentiality of records pertaining to juvenile offenders.

(2) Upon its request, information necessary for the division of corrections must be promptly furnished by the person responsible for a jail's administration.

PW-C 50.03 Security. (1) All cells must be inspected at frequent and regular intervals, during the day and night, to insure the custody, safety, and welfare of those confined.

(2) There must be at least two complete sets of jail and fire escape keys, one set each in use and one or more sets each stored in a safe place accessible only to jail personnel for use in emergency. There must be an accurate record of the location of all jail keys. All jail personnel must be given instructions concerning the use and storage of the keys and held strictly accountable for keys assigned to them.

(3) All jail personnel must be familiar with the locking system of the jail and able to release prisoners promptly in the event of a fire or other emergency.

(4) Regular inspections must be made to determine if cell and fire escape locks are in good working order.

(5) All windows of jail and detention sections must be covered with a heavy gauge screen of $\frac{1}{4}$ " mesh, or less, to prevent passage of contraband.

(6) A steel grilled door, or steel plate door with grilled observation openings, must be provided for the main jail entrances. It should not be unlocked except to permit admission or exit of authorized persons and prisoners.

(7) Modern selective locking devices must be installed on all security doors leading to jail sections. Doors to cells, detention rooms, and day-rooms must also have such locking devices so that doors can be opened and closed either individually, collectively or both.

(8) The exterior of and approaches to the jail must be well lighted at night to permit observation of persons approaching the building.

(9) Windows must be opaque or glazed to prevent prisoners from observing what is going on outside the jail and outsiders from looking into the jail. Paint must not be used on window glass.

(10) Any damage to the jail must be promptly and securely repaired.

PW-C 50.04 Health and hygiene. (1) Any treatment necessary for existing illness must be provided promptly. A record should be made of the prisoner's physical condition and necessary treatment provided. The record should also include a description of any cuts, bruises, or abrasions which are the result of recent injuries.

(2) Death of an inmate shall be immediately reported to the attending physician. If a physician was not in attendance the coroner should be immediately notified.

(3) In case of acute illness or death of an inmate, the next of kin shall be immediately notified.

(4) All medications and treatment shall be administered only upon order of a physician.

(5) Medicines kept at the jail must be stored in a locked cabinet not accessible to prisoners.

(6) The utmost precautions must be taken in the control of insecticides, rodent killers, and other poisons. Prisoners must never be permitted to have access to such materials except under supervision.

(7) All cooks and food handlers shall wear clean garments and shall keep their hands clean at all times while engaged in handling food, drink, utensils, or equipment.

(8) Adequate and convenient hand washing facilities shall be provided for use by food handlers, including hot and cold running water,

soap, and approved sanitary towels. Use of a common towel is prohibited.

(9) Prisoners assigned to the kitchen preparing, handling or serving food must bathe daily.

PW-C 50.05 Sanitation. (1) Clean linens must be furnished new prisoners.

(2) Blankets must be laundered or sterilized before reissue.

(3) Blankets used with sheets must be laundered at least every three months.

(4) Sheets, pillowcases, mattress covers and blankets (if used without sheets) must be changed and washed at least weekly.

(5) Quilted, stuffed mattresses or pads must be sterilized before reissue. In the absence of a sterilizer, the mattress should be swept, aired for 24 hours and sprayed with a DDT water solution or other approved disinfectant.

(6) Individual bath and face towels must be issued each inmate twice per week.

(7) All counters, shelves, tables, equipment, and utensils with which food or drink comes in contact shall be maintained in clean condition, good repair, free of breaks, corrosion, open seams, cracks and chipped places.

(8) Food and drink shall be stored in a clean, dry place protected from flies, dust, vermin, overhead leakage, sewage back flow, and other contamination. Foods which require moist storage shall be handled in such a manner as to prevent contamination.

(9) Walls and ceilings of all rooms in which food or drink is stored, prepared, or served shall be kept clean.

(10) The floors of all rooms in which food or drink is stored, prepared, or served, or in which utensils are washed, shall be kept clean. Dustless methods of cleaning shall be used. All except emergency floor cleaning shall be done during those periods when the least amount of food and drink is exposed.

(11) Utensils shall be stored in a clean, dry place protected from flies, splash, dust, overhead leakage and condensation, and other contamination. Wherever practicable, utensils shall be covered or inverted.

(12) All foods served raw shall be thoroughly washed in clean, safe water.

(13) All readily perishable food and drink, except when being prepared or served, shall be kept in a refrigerator which shall have a temperature maintained at or below 50° F. This shall include all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressings, and salads containing meat, fish, eggs, milk or milk products.

(14) All garbage shall be stored in water-tight containers with tight-fitting covers and shall be disposed of in a manner that will not permit transmission of disease, create a nuisance, or provide a breeding place for flies.

(15) All ice used shall be from an approved source, stored and handled in such manner as to prevent contamination.

(16) Adequate means for the elimination of rodents, flies, roaches, bedbugs, fleas, and lice shall be used.

(17) All poisonous compounds used in the extermination of rodents or insects shall be so labeled and colored as to be easily identified. It is recommended that compounds harmless to humans be substituted wherever possible.

(18) Poisonous compounds shall be stored independently and separately from food and kitchenware. Such compounds shall be stored under lock and key.

(19) All sanitizing or cleaning chemicals shall be stored under lock and key independently and separately from food and kitchenware.

(20) All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively sanitized after each usage.

(21) Washing aids, such as brushes, dish mops, dis cloths, and other hand aids, used in dishwashing operations shall be sanitized after each period of use. Drying cloths, if used, shall be clean and shall be used for no other purpose.

(22) The eating utensils and equipment shall be washed in hot water (temperature suggested 110° to 120° F.) containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing frequently.

(23) After cleaning and rinsing, all utensils shall be effectively sanitized by submerging for 30 seconds in clean water maintained at a temperature of at least 170° F. or by other approved means.

(24) Utensils washed in machines shall be stacked in racks or trays so as to avoid overcrowding and in such manner as to assure complete washing contact with all surfaces of each article.

(25) The wash water temperature of the utensil washing machines shall be held at from 140° to 160° F. The utensils shall be in the washing section for at least 20 seconds.

(26) A detergent shall be used in all utensil washing machines, and it is recommended that they be equipped with automatic detergent dispensers so that the maximum efficiency of the machines can be obtained.

(27) For sanitizing in a spray-type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature of at least 170° F. For sanitizing in an immersion tank-type machine, dishes shall be submerged for 30 seconds or more with water at a temperature of at least 170° F. There shall be a constant change of water through inlet and overflow.

(28) Thermometers shall be located in both the wash and rinse water lines and in such location as to be readily visible. Thermostatic control of the temperature of the wash and rinse water shall be provided in new equipment and is recommended for existing equipment.

(29) The pressure of the water used in spray washing and rinsing shall be 15 to 25 pounds per square inch.

PW-C 50.06 Discipline. (1) No prisoner shall be subjected to physical violence except to prevent escape or in self-defense.

(2) Only the person responsible for the administration and management of the jail shall administer punishment for misconduct within the jail. It may be in one or all of the following ways:

- (a) Solitary confinement.
- (b) Restriction of the privilege of having visitors.

- (c) Sending or receiving mail.
- (d) Loss of time earned for good conduct.
- (3) "Kangaroo" courts are prohibited.

PW-C 50.10 Juvenile detention; definitions. (1) "Detention and shelter care" are terms meaning temporary care of a child outside his own home pending disposition or more permanent placement by the juvenile court or by a public or voluntary child welfare agency. The term "detention" is most commonly used by the courts and law enforcement agencies in relation to the holding of delinquent children in custody. The term "shelter care" is more commonly used by social welfare agencies in referring to emergency short term care of any child outside his own home.

(2) A "jail facility", as the term is used in these standards, is a facility used for detention of juveniles which is part of a jail.

(3) A "detention home" is a secure or restricted facility used exclusively for juvenile detention purposes.

(4) A "receiving home" is a family-type home providing short-term care for not more than eight children and owned, or leased or subsidized by a public or voluntary child welfare agency. Such a home may be used either for detention or shelter care.

(5) A "boarding home", as the term is used in these standards, is a private home providing detention care or short term emergency shelter care for not more than 4 children, operating with or without a subsidy from a juvenile court or from a public or voluntary child welfare agency.

PW-C 50.11 Standards for detention homes. (1) **PLANS FOR CONSTRUCTION OR REMODELING.** (a) All plans, specifications and sites for construction or remodeling of detention homes must be approved by the state department of public welfare, division of corrections, must meet the requirements of the Wisconsin building code and be approved by the Wisconsin industrial commission.

(b) Two sets of the plans, specifications and site descriptions must be forwarded to the State Department of Public Welfare, Division of Corrections for its approval. Upon approval one set of plans will be so marked and returned. The remaining set will be retained for division files.

(2) **SEGREGATION AND ROOM SIZE.** (a) The sleeping rooms for boys and girls must provide for complete segregation to prevent physical, verbal and visual contact.

(b) All detention rooms must be designed for single use and must provide a minimum of 400 cubic feet of air space.

(3) **BATH FACILITIES.** There must be at least one shower bath or tub in each section on all floors. The supply of hot and cold water must be adequate.

(4) **FURNISHING.** The furnishing of each secure room must include a rigidly constructed bed, suitable washbowl and toilet, a small table and bench.

(5) **ADMINISTRATION.** A detention home shall be managed and administered as an agency of the juvenile court.

(6) **MAINTENANCE AS FAMILY HOME.** A detention home shall be conducted, as far as possible, as a family home. Compliance with this statutory provision shall require that:

(a) An attendant be on duty at all times when a juvenile is detained and that such attendant shall be a matron whenever a female juvenile is detained.

(b) Each child shall be examined upon admission for presence of communicable disease and shall be placed in quarantine if suspicious symptoms are found.

(c) Necessary medical and emergency dental care shall be available for children in detention.

(d) Each child in detention shall receive 3 nutritionally adequate meals per day served at regularly accepted meal times.

(e) All supplies necessary for personal cleanliness shall be supplied to each child.

(f) Discipline shall be maintained without resort to corporal punishment, deprivation of meals or fear-inspiring treatment.

(g) Clothing issued upon admission shall be of a style becoming and acceptable to children, resembling that usually worn by school children in the community.

(7) **SANITATION.** The detention home must be kept clean, sanitary and in a healthful condition.

(8) **RECORDS.** A register of all children must be kept giving the name, age, sex, race, name of parents or guardian, offense committed, committing authority, time when and authority for placement and release. Such information is confidential and should be kept in a closed file. If a child escapes, the time and manner of such runaway is to be included. Information from such register or file must be promptly furnished by the person responsible for the detention home administration to the State Department of Public Welfare upon its request.

PW-C 50.12 Standards for receiving homes and boarding homes.

(1) **LICENSING.** (a) Receiving homes and boarding homes used for detention must have a permit issued in accordance with provisions of sections 48.62 and 48.64, Wis. Stats.

(b) Receiving homes caring for more than four children shall be licensed by the state department of public welfare, division for children and youth.

(c) Permits for boarding homes caring for not more than four children may be issued by county public child welfare agencies, licensed child welfare agencies, as well as the state department of public welfare.

(2) **AGENCY RESPONSIBLE FOR ADMINISTERING BOARDING AND RECEIVING HOMES.** The agency licensing the home or requesting the state department of public welfare to license the home will be responsible for the overall supervision of the home, including intake, finances, and developing procedures and policies.

(3) **FINANCING.** (a) A per diem payment of a fixed amount per day shall be paid by the placing agency for each child in the home.

(b) The supervising agency will assume responsibility for working out plans regarding the per diem payments with other agencies using the home.

(4) OPERATIONS. Boarding and receiving homes used for detention purposes must be open at all hours to receive children preferred for placement.

(5) SELECTION AND EVALUATION OF BOARDING HOMES. (a) "Standards for child welfare agencies placing children in foster homes" or other foster care standards subsequently established by the state department of public welfare are to be used as a guide in the selection, evaluation and supervision of boarding and receiving homes.

(b) All boarding and receiving homes must conform to state and local fire regulations, with two exits available if a third floor is used for sleeping purposes.

(6) INTAKE POLICIES. The supervising agency shall be responsible for intake, including its control when other agencies use the home. This is desirable in order to avoid overcrowding and to keep participating agencies informed of space available.

(7) SUPERVISION OF FOSTER PARENTS AND CHILDREN. (a) The supervising agency shall assist foster parents with problems presented by the children and help them with overall responsibilities of operating the facility.

(b) The agency placing a child is responsible for providing or arranging for the casework services for a child.

(8) MEDICAL CARE. A medical plan shall be developed by the supervising agency to assure that consistent provision will be made to meet the medical needs of children on a 24 hour a day basis.

(9) PHYSICAL CARE. (a) Physical care of children shall include regular and wholesome meals, meeting good nutritional standards.

(b) Adequate clothing shall be provided by the agency placing the child.

(10) RECORDS. (a) The agency responsible for intake shall maintain records, giving identifying information about each child placed in the boarding or receiving home, date of admission and release and name of agency and worker responsible for placement and supervision of the child.

(b) The boarding and receiving home parents shall maintain records showing authorization for each admission, the exact hour and date of admission and discharge, and other identifying information.

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