



MARATHON COUNTY PUBLIC SAFETY COMMITTEE MEETING

AGENDA

Date & Time of Meeting: **Wednesday, September 11, 2019, at Noon**

Meeting Location: **Courthouse Assembly Room B-105 – 500 Forest St., Wausau**

Committee Members: Craig McEwen, Chair, Jim Schaefer, Vice-Chair, Karen Kellbach, Jean Maszk, David Nutting, Arnold Schlei, Chris Voll

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Committee Mission Statement: *Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to public safety initiatives of Marathon County.*

1. **Call Meeting to Order**
2. **Public Comment (15 minute limit)**
3. **Approval of the Minutes of the Public Safety Meeting on August 14, 2019**
4. **Policy Issues Discussion and Committee Determination to the County Board for its Consideration**
 - A. Recommendation by the Civil Service Commission To Amend County Ordinance 5.01 to Allow the Sheriff's Office to Recruit, Examine and Hire New Deputy Sheriff Candidates Without the Oversight of the Civil Service Committee (Capt. McCarthy)
5. **Operational Functions Required by Statute, Ordinance or Resolution - None**
6. **Educational Presentations/Outcome Monitoring Reports**
 - A. Report on Annual Inspection of Secure Detention Facility
 - B. Update on Forensic Science Center (Morgue)
7. **Next Meeting Time, Location, Announcements and Agenda Items:**
 - A. Committee members are asked to bring ideas for future discussion
 - B. Next meeting: **Wednesday, October 9, 2019 at Noon**
8. **Adjournment**

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

SIGNED /s/ Craig McEwen
Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: M. Palmer
FAXED DATE: _____
FAXED TIME: _____

NOTICE POSTED AT COURTHOUSE
BY: M. Psalmer
DATE: _____
TIME: _____



MARATHON COUNTY PUBLIC SAFETY COMMITTEE MINUTES

Wednesday, August 14, 2019, at 12:00 p.m.
Courthouse Assembly Room – B-105, 500 Forest St, Wausau

Attendance:

<u>Members</u>	<u>Present</u>	<u>Absent</u>
Craig McEwen, Chair	X	
Jim Schaefer, Vice-Chair	X	
Karen Kellbach	X	
Jean Maszk	X	
David Nutting	X	
Arnie Schlei	X	
Chris Voll		X

Others Present: Brad Karger, Jason Plaza, Chad Billeb, Scott Parks, Sean McCarthy, Ruth Heinzl, Theresa Wetzsteon, Jamie Polley, Kathy Maszk, Kyle Mayo, Travis Jensen, Mary Palmer

1. Call Meeting to Order

The meeting was called to order by Chair Craig McEwen at 12:00 p.m.

2. Public Comment (15 minute limit) - None

3. Approval of the Minutes of the Public Safety Meeting on June 12, 2019

MOTION BY MASZK; SECOND BY KELLBACH TO APPROVE THE MINUTES OF THE JUNE 12, 2019, PUBLIC SAFETY COMMITTEES. MOTION CARRIED.

4. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

A. FY2019 Edward Byrne Memorial Justice Assistance Grant

Discussion:

Every year the Sheriff's Department applies for the Edward Byrne Memorial Justice Assistance Grant. The Grant is for \$11,027 and is earmarked for software used in the forensic unit in conjunction with the Wausau Police Department and other law enforcement departments. The Public Safety Committee needs to be notified according to the grant.

Action:

MOTION BY MASZK; SECOND BY SCHAEFER TO APPROVE THE FY2019 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT. MOTION CARRIED.

Follow through:

No follow through requested.

5. Operational Functions Required by Statute, Ordinance or Resolution. Policy Discussion and Possible Action Regarding the Following:

A. Sheriff's Office New Position Request – Recreation Enforcement Deputy

Discussion:

The Sheriff's Department and Parks, Recreation and Forestry (PRF) are collaborating for two deputy positions. One deputy position will be fully reimbursed by the PRF and receive direction from the PRF Director and the other will be approximately 80% reimbursed by the DNR. The unfunded portion of approximately \$26,000 would be new levy for the Sheriff's Department. The two deputy positions will do all enforcement work in county parks, monitor boats, snowmobiles, ATV/UTV's, tree stands in county forests, trespassing issues, etc. They will issue warning fees for some enforcement issues rather than a citation. This is a win/win for both departments.

Action:

MOTION BY SCHAEFER; SECOND BY NUTTING TO SUPPORT BOTH DEPUTY SHERIFF POSITIONS ASSIGNED TO THE SHERIFF'S DEPARTMENT FOR COUNTY PARKS AND DNR SERVICES. IF ANY PORTION OF THE \$26,000 IN TAX LEVY IS REDUCED OR ELIMINATED IT WILL BE BROUGHT BACK TO PUBLIC SAFETY FOR RECONSIDERATION. MOTION CARRIED.

Follow through:

No follow through requested.

- B. Review Sheriff's Office Previous Request for Six Additional Dispatchers and the New Radio Channel

Discussion:

These six positions had been asked for previously. Two of the positions are in the 2019 budget if funding could be found. With the increase in fees, jail numbers being down this year and some money set aside two dispatchers will be hired this year, two in January and two in July. Once four dispatchers are hired and trained the new channel can be brought on.

Action:

MOTION BY NUTTING SECOND BY MASZK TO ALLOW THE SHERIFF'S DEPARTMENT TO MOVE FORWARD TO APPROVE THE HIRING OF TWO DISPATCHERS NOW, TWO IN JANUARY 2020 AND TWO MORE IN JULY 2020. MOTION CARRIED.

Follow through:

No follow through requested.

- C. Request from Sheriff's Department to change County Ordinance 12 – Licenses and Permits
i. Section 12.03(2)(a) – Change permit effective date to calendar year
ii. Section 12.03(4) – Change false alarm charges and continued violations

Discussion:

Consensus emerged that the change to the permit effective date to a calendar year and increase in false alarm charges and continued violations should be approved.

Action:

MOTION BY KELLBACH SECOND BY SCHLEI TO APPROVE THE CHANGES TO THE PERMIT EFFECTIVE DATE TO CALENDAR YEAR AND CHANGES TO FALSE ALARM CHARGES AND CONTINUED VIOLATIONS. MOTION CARRIED.

Follow through:

No follow through requested.

6. Educational Presentations/Outcome Monitoring Reports

- A. District Attorney's Office Update
i. Impact of IT Specialist
ii. Additional Assistant District Attorney positions in the State Biennial Budget

Discussion:

District Attorney Theresa Wetzsteon gave an update on some of the changes happening in the DA's office. With the hire of an IT Specialist some of the enhancements in the office are:

- Audio and visuals are sent through multiple media and a digital evidence storage system was developed.
- Developed with CCITC a secure portal for use with outlying agencies and the State and County computers.
- Digital discovery has been centrally located for efficiency.
- Has set up Skype
- Records webinars for CE's for DA's when available.

They are no looking at what the legal secretaries can absorb now that they don't have to do the digital discovery such as redacting, numbering pages, etc.

The District Attorney also spoke of the additional Assistant District Attorneys (ADA) that are in the budget and Marathon County should be getting an additional 2 ADA's. The Governor is reviewing the distribution of positions and we may get one more. She is also hopeful that the funds the County pays for additional ADA's can be diverted to fund support staff and a special prosecutor rather than a court appointed attorney.

Follow through:

Bring presentation to County Board on the impact of the DA's IT Specialist.

- B. Strategic Plan Update
i. Supported Public Defender Pay Increase to Reduce Unnecessary Jail Holds

- ii. Re-organized Court Security Staffing to attract Candidates and Save Money
- iii. Considering an "Alarm Fee" as new revenue to support dispatch enhancements.
- iv. Supported "Volunteer Civil Court Mediation Program" to make the Courts more Efficient and to Facilitate Timely Release of Jail Inmates.
- v. Increased Secure Detention Daily Rates from \$150 to \$200 per day.

Discussion:

Chair McEwen went through the Public Safety portion of the Strategic Plan and the action that Public Safety has taken in the past quarter, as described above.

Follow through:

No follow through requested.

7. Next Meeting Time, Location, Announcements and Agenda Items:

- A. Committee members are asked to bring ideas for future discussion
- B. Next meeting: **Wednesday, September 11, 2019** at Noon in the Courthouse Assembly Room.

8. Adjournment

MOTION BY MASZK; SECOND BY SCHAEFER TO ADJOURN THE MEETING. MOTION CARRIED. (1:22 pm)

Sec. 5.01. - Civil service commission.

(1) *Composition.*

- (a) The Civil Service Commission for the Sheriff's ~~Department Office~~ shall consist of five members who shall be residents of Marathon County. Appointments shall be made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. No person holding any elective or appointive public office of any sort in the government of Marathon County shall be appointed to the Commission.
- (b) The Civil Service Commission shall be governed by §§ 59.26(8), 59.52(8) and 63.01 through 63.17, Wis. Stats., or their successor statutes. In the event of conflict between the statutes and this ordinance, the statutes shall govern.

(2) *Appointment and term.* Members of the Commission shall be appointed by the County Administrator, subject to confirmation by the County Board, to five-year staggered terms commencing on the first day of January succeeding appointment.

(3) *Oaths.* Every person appointed a member of such Commission shall take and file the official oath.

(4) *Compensation.* The members of the Commission shall receive such per diem and mileage for services rendered in conducting the authorized business of the Commission as shall be determined from time to time by resolution of the County Board.

(5) *Organization.*

- (a) The Commission shall annually elect a chairperson, vice-chairperson and secretary to serve one year or until their successors are elected and qualified. The secretary shall record and keep the proceedings of the Commission. All meetings of the Commission shall be called by the chairperson or upon written request of two members of the Commission. Three Commissioners shall constitute a quorum for the conduct of business. The Commission may make such rules and regulations as may be required for the ordinary conduct of its business.
- (b) The secretary of the Civil Service Commission shall be deemed the records custodian of the Civil Service Commission for purposes of the Open Records Laws of Wisconsin. The Employee Resources Department shall provide a staff person to take minutes of all meetings subject to the approval of the secretary of the Civil Service Commission. Additional support staff shall be provided by the Employee Resources Department as needed. All records of the Civil Service Commission shall be kept at the office of the Employee Resources Department.

(6) *Office and supplies.* The County Board shall provide offices, supplies and support staff to enable the Commission to perform its duties.

(7) *Duties.* The Commission shall:

- (a) Prepare and publish such rules and regulations necessary to carry out its duties under this chapter and to secure the best service for the County.
- (b) ~~Receive applications and c~~Conduct examination of applicants for ~~allocated sworn deputy sheriff positions and~~ promotional or rated positions in the Sheriff's ~~Department Office~~ with that frequency necessary to maintain an eligibility list sufficient to meet the needs of the ~~Department Office~~.
- (c) Abide by the terms of the Collective Bargaining Agreement between Marathon County and the Marathon County Deputy Sheriff's Association.

(R-46-94; O-24-04)

Sec. 5.02. - Candidates.

(1) Every candidate for the position of deputy sheriff shall file a written application with the Employee Resources Department upon forms provided.

(2) No person shall be eligible for appointment to a position of deputy sheriff ~~under civil service~~ unless such person:

- (a) Is a citizen of the United States.
- (b) Is not less than 18 years of age.
- (c) Has not been convicted at any time of a felony unless the judgment or conviction has been reversed or a complete pardon has been granted.
- (d) Meets all educational and other requirements for the position of deputy sheriff.

(3) All candidates considered for appointment as a deputy sheriff will undergo a standard selection assessment with consultation of the Human Resources Department as outlined in Sheriff's Office policies.

(4) All recruiting, testing, assessment and evaluation and selection of deputy sheriff candidates will be the responsibility of the Sheriff and his/her Office.

(R-46-94; R-67-02; O-24-04)

Sec. 5.03. ~~—~~ Promotional Examinations.

- (1) The Commission shall supervise or conduct competitive examinations, written and oral, for ~~the candidates for allocated sworn deputy sheriff positions and for~~ promotions within the Sheriff's Department Office involving civil service related positions.
- (2) The basis of the examination shall be determined by the Commission. The weights, if any, to be given to the previous experience, training, written or demonstration test, oral test and other phases or elements of the examination to which the applicant may be subjected shall be provided for in advance by the Commission. The names of persons passing the examination shall be placed on an eligibility list in the order of their final grades in the examination.
- (3) ~~Notice of the date, time and place for conducting such examination shall be published in a newspaper of County wide circulation at least twice, not more than 28 days nor less than 14 days prior to the date set for such examination and sent to all qualified applicants.~~
- (4) ~~The applicants for entry level allocated sworn deputy sheriff positions shall be graded and ranked based upon results of written and oral examinations. Results of the examinations shall be weighed as follows:~~
 - ~~(a) Written examination—50 percent; and~~
 - ~~(b) General qualifications as determined from oral examination—50 percent.~~
- (5)

~~All applicants who are rated at 70 percent or more on the written examinations may be referred for an oral examination/interview by the Commission after which, sufficient number of qualified candidates to meet the needs of the department shall be placed on the eligibility list, except that preference shall be given to qualified veterans of any wars of the United States as provided for and defined in §§ 63.08(1)(f) and 230.16(7), Wis. Stats., or their successor statutes. The Commission may thus limit the number of applicants referred for oral examinations to a sufficient number to meet departmental needs on the basis of higher written examination scores. The Commission may also, in its discretion, refer all applicants who are currently Marathon County Sheriff's Department employees for an oral examination/interview who are rated at 70 percent or more on the written examinations. If fewer than 20 individuals in any given candidate pool receive a rating of 70 percent or more, as an alternative, the Commission may refer candidates with the top 20 scores for an oral examination/interview. All candidates who have a test score tied for the lowest qualifying score in the pool will be eligible for referral.~~

- (6) ~~Every candidate whose grades in all subjects comply with the prerequisites of the examination must, upon request, submit to and pass a medical and psychological test to be conducted by such physician or physicians as shall be designated by the Commission. Such physician or physicians must submit a written statement, upon forms prescribed and furnished by the County, which confirms that the applicant is of sound health and has the ability to perform the essential functions of the position. The~~

~~original report shall be filed with the Personnel Department and be part of the confidential file of the applicant. If a candidate is dissatisfied with the report of the physical or psychological examination, he or she may be reexamined by another physician or licensed psychologist selected by the County at the candidate's expense.~~

- ~~(7) The Commission shall conduct an investigation to determine the character, reputation and general qualifications of all candidates and may avail themselves of the facilities of the Sheriff's Department in conducting such examinations of all candidates.~~
- ~~(8) The Commission may refuse to examine a candidate or after examination to certify a candidate as eligible, if any of the following occurs:
 - ~~(a) The candidate is found to lack the minimum qualifications of the position; or~~
 - ~~(b) The candidate has knowingly falsified the application; or~~
 - ~~(c) The candidate has an unsatisfactory employment record which is indicative of unsuitability for the position; or~~
 - ~~(d) The candidate has engaged in personal conduct which would be a detriment to the service and which is indicative of unsuitability for the position; or~~
 - ~~(e) The candidate is physically or mentally unable to perform the essential functions of the position. (The physical and psychological exams which form the basis for this conclusion will be conducted only after an offer of employment has been extended to the candidate.)~~~~
- (9) The Commission shall supervise or conduct all examinations for promotions. Such examinations will be done with the frequency necessary to maintain an eligibility list sufficient to meet the needs of the Department Office. Such examinations shall conform to the schedule of subjects and weights for each position as shall be set by the Commission for each examination at the time of advertising.
- (10) The procedure for promotions within the Sheriff's Department Office shall be governed by Article 15 or its successor article of the contract between Marathon County and the Deputy Sheriff's Association subject to the constitutional duties and authority vested in the Sheriff and the Open Records Laws of Wisconsin. In the event of conflict between the labor contract, the ordinance, and the Open Records Laws of Wisconsin, the Open Records Laws shall govern.

(R-46-94; O-24-04; O-23-12; O-19-18)

Sec. 5.04. - Appointments.

- (1) The Sheriff shall make appointments to the position of allocated sworn deputy sheriff or promotional or rated positions whenever a vacancy shall occur. Each ~~promotional~~promotional appointment shall be made from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of three persons ranked highest on the promotional list, and the Sheriff shall select from those three. If more than one vacancy is to be filled, the Commission shall certify to the Sheriff one additional name from that list for each additional vacancy.
- (2) In case of a vacancy, the appointment herein provided shall be made as soon as practical after the receipt of the certified list from the Commission and after appropriate background investigations are satisfactorily completed.
- (3) The Sheriff, in appointing deputies under this section, may require a uniform bond of not less than \$1,000.00 nor more than \$5,000.00, the premium on such bond to be paid by the County.
- (4) All deputies under this section shall be deemed on probation during the 18 months next succeeding their appointment and may be discharged by the Sheriff at any time before the termination of such probationary period.
- (5) Every appointee to the position of deputy sheriff shall reside in Marathon County. Any deputy residing elsewhere at any time thereafter shall be deemed to have resigned from the position of deputy sheriff, except that such appointee shall have 180 days from the time of initial appointment to establish such

residency. A limited extension of this time period may be granted for extenuating circumstances upon concurrence of the Sheriff ~~and the Commission~~.

- (6) The number of deputy sheriffs and their salaries shall be as fixed by the County Board.

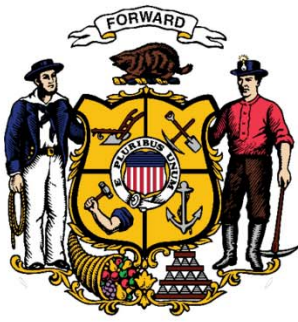
(R-46-94; O-24-04)

Sec. 5.05. - Suspension, dismissal or other disciplinary provisions.

- (1) Whenever the Sheriff or Chief Deputy, as the case may be, or a majority of the members of the Commission believe that a deputy has acted so as to be deemed incompetent to perform his/her duties or to have merited suspension, demotion or dismissal, a report in writing shall be made to the Grievance Committee as appointed by the County Board Chairperson, setting forth specifically the complaint.
- (2) Any member of the Sheriff's ~~Department-Office~~ may be suspended, demoted or dismissed when charged with any of the following offenses:
- (a) Commission of a felony under any law.
 - (b) Consuming alcohol and/or a controlled substance while on duty, or being under the influence of either or both while on duty to such a degree that the deputy's ability to perform his job duties is impaired.
 - (c) Insubordination.
 - (d) Willful neglect of duty.
 - (e) Willful neglect or disobedience of any order of departmental rule.
 - (f) Absence from duty without leave.
 - (g) Conduct unbecoming an officer or detrimental to the service.
 - (h) General inefficiency and incompetency.
 - (i) Communicating information on criminal cases outside of the department without permission.
 - (j) Making a false official statement or entry in official records.
 - (k) Willful maltreatment of a prisoner.
 - (l) Sleeping while on active duty.
 - (m) Uncleanliness in person or dress on active duty.
 - (n) Destructive criticism of departmental orders to the outside public.
 - (o) Refusing to give identification when requested.
 - (p) Failure to report any member known to be engaged in criminal activities.
 - (q) Misuse or unauthorized use of departmental equipment.
 - (r) Any other act or omission contrary to good order and discipline or constituting a violation of any of the provisions of the Rules and Regulations of the Department.
- (3) A deputy sheriff who is covered by the bargaining unit and has completed the initial probation period and is subject to action taken by the Employee Resources Committee or the Sheriff, upon being notified of the action, shall inform the representative of the Marathon County Deputy Sheriff's Association of such action, and the deputy sheriff or the representative may prepare a written grievance of such action on forms provided by the County, and all parties shall then proceed pursuant to § 59.26(8), Wis. Stats., or its successor statute.
- (4) The Civil Service Commission will be afforded an opportunity to present its position at every step of the above referenced statutory process.

(5) Every appeal of a disciplinary matter shall be in strict conformity with § 59.26(8), Wis. Stats., or its successor statute.

(R-46-94; O-25-95; O-15-98; R-67-02; O-24-04)



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Office of Detention Facilities

August 26, 2019

Superintendent Paul Mergendahl
Marathon County Juvenile Detention Center
7015 Packer Drive
Wausau, WI 54401

RE: 2019 Annual Inspection, Marathon County Juvenile Detention Center

Dear Superintendent Mergendahl:

On August 8, 2019, the annual inspection of the Marathon 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 20, and on the date of the inspection there were 10 youth in custody (6 male, 4 female).

Due to the absence of a permanent Detention Facilities Specialist (Inspector) for the Northern Region at the time of inspection, this inspection was completed by the Detention Facilities Specialist from the Southeast Region. This report summarizes the findings of the inspection.

SUMMARY OF FACILITY OPERATIONS

Operational/Programming Changes in the Past Year

- The outdoor recreation area for youth added enhanced fencing for security purposes. Additional barbed wire was added in two areas in the courtyard.
- A new correctional management system is now operational in an effort to increase efficiency and effectiveness in documenting all activities of the facility.
- Door stops have been added behind the closet doors in the indoor recreation area to prevent youth from damaging the doors and walls.

Annual Meeting

Pursuant to DOC 346.05, the last annual meeting was held on May 6, 2019, although meetings continue to occur on a quarterly basis. The meetings are headed by the Deputy County Administrator, with active participation by the Public Defender, Health and Human Services Director, and Sheriff's Office staff. Agenda items included a review of 2019 goals, new initiatives and discussions on the 2018-2022 strategic plan.

Records and Reporting

The inspection verified that appropriate information is being obtained on each youth 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 youth, with the activities of each 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.

There was some concern brought forth during the inspection regarding the lack of a formal document to record the classification of youth pursuant to administrative code DOC 346.10. Although it appears staff were able to verbalize what criteria they use to classify youth, no formal procedure was in place. It was recommended that administration formalize the classification process by implementing a form that mirrors the criteria set forth in administrative code.

Health Screening and Care

The Detention Center's health care, as well as that of the county jail, continues to be operated by Wellpath (formerly CCS). On average, medical services are being provided on-site at the facility approximately 2-3 hours per week. However, youth requests for non-emergent care are provided by a nurse either the same day or next. The facility also provides transportation services for in-county youth to see their local provider to ensure continuity of care. Youth officers are currently responsible for passing medications to youth and are trained annually in this process as well as documentation in the Medication Administration Record (MAR).

Mental health services are provided through the North Central Health Care Center for crisis services and are responsible for suicide assessments. Similar to medical services, the facility will also transport youth to see their mental health provider for continuity of care if requested. Mental health services are also provided on-site upon referral or request.

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 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 youth, if necessary.

Nutrition

Food service for both the jail and detention center continues to be operated by a private vendor, Summit. Although different from the adult menu, meals are provided by the jail and delivered daily to juvenile detention. 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. Milk is offered 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 youth. A certified dietician from Summit reviews and approves the menus for youth. A daily average of 2,600 calories per day is being provided for youth meals.

It was suggested that the youth food service menu state that milk is being offered/served at each meal as the current menus do not reflect that milk is provided. Similarly, it was suggested that a notation be made on the menus that a snack is provided through the Department of Public Instruction (DPI).

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 is an excellent practice that ensures a safe and clean environment.

The last fire inspection conducted by the Wausau Fire Department was completed on 5/9/19. Fire protection and evacuation policies and procedures are also in place.

Recreation and Exercise, Hygiene and Clothing, Visitation

The Marathon County Juvenile Detention Center is equipped with both an indoor and outdoor recreation area. As noted earlier, upgrades to the outdoor fencing has been completed. It was discussed that administration should review the feasibility of adding a gardening program for the outdoor recreation area which was found to be outstanding by this Office. Games, reading materials and other activities are also available to youth.

Each youth 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 youth 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 youth. Family visitation is done through scheduled visits. The Superintendent may also arrange special visits on a case-by-case basis. Writing materials and postage are made available for those youth who would like to correspond with family or professionals.

Discipline

The rules of the facility are provided to each youth 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. Since the last annual inspection in 2018, there were no disciplinary hearings required. A review of use of force reports showed that staff are providing 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 as required in administrative code. A spot review of the security check printouts indicated that physical security checks are being completed every 30 minutes. However, the review showed that every physical security check was being logged exactly on the half hour (e.g., 3:00, 3:30, 4:00, 4:30), and not at irregular intervals. Please ensure that staff log the exact time when they conduct their physical security checks.

For those youth 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. Staff is also providing observation notes as to the youth's activities during each physical security check which is an excellent practice.

Programming

The Detention Center offers a number of programming opportunities for youth confined to the facility. The principal component to programming at the facility continues to be the educational services of the Wausau School District which also provides summer school. Aside from the core educational courses being provided, programming during the year also includes Bible study, Church services, Girl Scouts, individual counseling services, and the MC180 program for eligible youth. 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 a good job maintaining a clean and sanitary environment for themselves and the youth. Youth remain responsible for maintaining their individual cells and dayrooms under the supervision of staff.

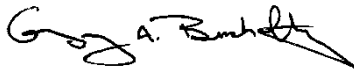
During the walkthrough, it was found that there is a need to scrape the ceilings in housing units A and C due to numerous wads of paper being thrown and stuck by youth. Additionally, there is a need to add sheet metal to the bottom of the ADA cell railings by the toilets.

APPROVAL

On the date of inspection, there were no violations of Wisconsin Administrative Rule, Chapter DOC 346. The Marathon County Juvenile Detention Center is approved for operation by this Department with a rated capacity of 20. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Rule, Chapter DOC 346, and applicable state statutes occurs. Your staff should be commended for the work 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,

A handwritten signature in black ink, appearing to read "Gregory A. Bucholtz". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Gregory A. Bucholtz, Ph.D.
Inspector, Office of Detention Facilities

Cc: Scott Parks, Sheriff
Sandra La Du, Jail Administrator
Melissa Roberts, ODF Director
Jodi Hollister, Northern Region Inspector
File