



**Kewaunee County
JAIL NEEDS ASSESSMENT STUDY COMMITTEE**

March 5, 2019

5:00 p.m.

**Kewaunee County Courthouse, 613 Dodge Street, Kewaunee, WI 54216
Jury Assembly Room,**

1. Call to Order
2. Roll Call
3. Approval of March 5, 2019 Agenda
4. Approval of February 13, 2019 Minutes
5. Tour of County Jail Facilities
6. Discussion of Current Jail Facilities
7. Discussion of Study Group Mission Statement
8. Discussion of Study Group Goals
9. Next Meeting
10. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County
JAIL NEEDS ASSESSMENT STUDY COMMITTEE
February 13, 2019
MINUTES

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216
Human Services Training Room

Call to Order: Chair Weidner called the meeting to order at 5:01 p.m.

Roll Call: Members Present – John Mastalir, Robert Weidner, Gary Paape, David Cornelius, Chris Van Erem, Jeff Wisnicky, Tom Romdenne, John Cain, Doak Baker, Anne Kulhanek, John Pabich, Jeff Dorner, Doug Doell, Scott Feldt, Nancy Thelen (WI Dept. of Corrections)

Approval of Agenda: Pabich moved and Paape seconded to approve the agenda. Motion carried.

Approval of Minutes: There were no minutes to approve.

Member Introductions: Members introduced themselves to the committee. Weidner provided some background and history related to the county jail. A jail proposal was forwarded in 1999 and defeated by County Board action. Feldt provided an overview of the Request For Proposal (RFP) process. Lieutenant Van Erem provided a quick summary of the current jail population . The jail has an average daily population (ADP) of 41 while the jail is rated for an ADP of 22. The County currently has inmates in other facilities that cost the county between \$12,000-14,000 per month. The Sheriff brought in the National Institute of Corrections to participate in a facility assessment where concerns were identified. In addition, a Planning of New Institutions process was conducted as well. General discussion followed regarding the need for space, the performing of jail and dispatch duties.

John Cain of Venture Architects gave an overview of the scope of work approved by the County. The scope has three distinct phases. The goal is to complete the Phase 1 work for review by June 1, 2019. Nancy Thelen of the Department of Corrections introduced herself and offered herself as a resource as her position inspects all the county facilities in the region and has experience in consulting with counties regarding the construction of new facilities. More general discussion followed regarding site size, diversion and alternatives to incarceration. Weidner emphasized that this process is being conducted with no preconceptions or predeterminations. The size, location, operation and function of the facility are open for discussion and debate as a number of factors can be included or excluded from a facility.

Discussion of Study Group Mission Statement: Feldt indicated that input is being sought from members to create a mission statement for the committee. Weidner asked if any language had been drafted. Feldt provided the following language: The mission of the Kewaunee County Jail Study Committee is to research a facility that provides the most effective methods to protect our community, reduce offender recidivism, and assist the Kewaunee County court system in providing a fair and professional process for all involved. It was requested that the language be sent to all members for review.



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Discussion of Study Group Goals: Feldt indicated that input is being sought from members to create goals for the committee. Weidner asked if any language had been drafted. Feldt provided the following language: The Jail Study Committee will identify methods and processes that 1. Ensure the safety and well-being of staff, inmates and the public; 2. Make the court system process fair and efficient; 3. Help to effectively manage public safety facilities, programs, and staff; and 4. Help reduce offender recidivism. It was requested that the language be sent to all members for review.

Discussion of Future Meeting Dates: Future meeting dates were discussed to try and confirm a specific day of the month that meetings could take place. Tuesdays appeared to be the best at 5:00 p.m. The next meeting will include a tour of the Kewaunee County Jail. A videotape of the tour may also be created and posted on the County website.

Discussion of Study Group Topics: Topics will be identified as the process moves forward.

Future Information Requests: None at this time as the jail consultant will provide preliminary information that may spur additional information to be requested.

Such Other Matters as Authorized by Law: None.

Next Meeting: March 5, 2019 at 5 p.m. and April 8, 2019 at 5:00 p.m.

Adjournment: Mastalir moved and Paape seconded to adjourn the meeting. Motion carried. Meeting adjourned at 6:06 p.m.



KEWAUNEE COUNTY SHERIFF'S DEPARTMENT

620 Juneau Street
Kewaunee, Wisconsin 54216
Telephone: 920-388-3100
Fax: 920-388-3998

MATTHEW J. JOSKI
SHERIFF

Jail Needs Assessment Study Committee

March 5, 2019 1700 Hours

Facility

- Security
 - Sallyport (Non-secure to Secure Jail)
 - Locking Mechanisms (Unable to find replacement parts – refurbished)
 - Staffing (minimum staffing = two officers) One is dedicated to Comm. - no back up.
 - Housing (Lack of space for classification/segregation)
 - Booking Area/Dispatch Center (Co-mingled)
 - Linear Style Jail (Lack of Supervision)
 - Not ADA compliant (unable to utilize restraint chair appropriately)
 - No Programming Space
 - Support areas are inadequate: Kitchen and Medical
 - Blind spots - Officer Safety/Liability
 - Training - dual roles annual training in both areas are not being completed within the 24 recertification, causing concern in both areas.

- Structure/Layout
 - 22 Beds, ADP = 41 (Cost to house out, transports and Acceptance)
 - Roof leaking (Water Damage – Electrical wiring above ceiling tiles)
 - Lack of Space (Storage, Inmate Programming & Classification)
 - Utilities (toilets and sinks- Off set hall shower problematic)
 - Cracking in walls
 - Heating/Cooling System (Extremely hot in summer, especially dispatch. Extremely cold in winter, unable to keep up with extreme cold)
 - Food storage in garage area.
 - Not ADA compliant
 - Shower design is problematic
 - Visitation issues for individuals with special needs

- Dispatch Center

- No secure barrier between inmates and Dispatch Center (Security issues and problematic for TIME System)
- 911 lines out of date
- No mapping system for 911 calls
- Lacking equipment for E911, need to look ahead to NextGen911
- Lacking space for equipment – electrical equipment –very hot in summer
- Roof leaks and Air Conditioner freezes up or leaks in summer

Jail Study Committee

Mission Statement

The mission of the Kewaunee County Jail Study Committee is to research the most effective methods to protect our community, reduce offender recidivism, and assist the Kewaunee County court system in providing a fair and professional process for all involved.

Goals

The Jail Study Committee will identify methods and processes that:

- Ensure the safety and well-being of staff, inmates and the public;
- Make the court system process fair and efficient;
- Help to effectively manage public safety facilities, programs, and staff
- Help to reduce offender recidivism