

## 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 bunk 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, non-breakable, collapsible hooks for towels and clothing. The small shelf type table and seat are not required for receiving cells or where dayrooms are adjoining cells.

(4) There must be at least one shower bath to every 8 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 for Huber Law prisoners or other groupings by classification. Huber Law prisoners and work release prisoners should be kept separate from other prisoners. Such dormitories must include sufficient wash bowls, toilets and shower baths. There should be at least one shower bath to every 10 persons, one toilet and one lavatory to every 6 persons. In male sections at least one urinal should be provided.

(7) Advice must be sought from the local fire department, for written plans of fire protection including necessity for fire extinguishers, fire alarms, self contained breathing apparatus, fire attack, evacuations plans and inspection service.

(8) When plans have been approved by the department of industry, labor and human relations, 2 sets of plans and specifications must be forwarded to the state department of health and social services, 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.

History: 1-2-56; am. (3) to (8), Register, December, 1974, No. 228, eff. 1-1-75.

**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 3 complete sets of jail and fire escape keys, one set each in use and one set, stored in a safe place accessible only to jail personnel for use in an emergency and one set stored in a secure place outside the jail. There must be an accurate record of the location of all 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 accessible to prisoners must be covered with a heavy gauge screen of 1/4" mesh, or less or detention screen to prevent passage of contraband.

(6) An approved security door with security glass observation openings must be provided for the jail confinement entrances. It should not be unlocked except to permit admission of authorized persons and prisoners.

(7) Modern locking devices must be installed on all security doors. Jail sections having multiple cells should be provided with selective locking devices so that doors can be opened and closed either individually or collectively.

(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 as a result of an attempted or successful escape or by any other means must be promptly and securely repaired and shall be reported in writing to the Division of Corrections, State Department of Health and Social Services, 1 West Wilson Street, Box 669, Madison, Wisconsin 53701.

History: 1-2-56; am. (2), (5), (6), (7) and (10), Register, December, 1974, No. 228, eff. 1-1-75.

**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 and the Division of Corrections, State Department of Health and Social Services, Box 669, 1 W. Wilson Street, Madison, Wisconsin 53701. 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.

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(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.

(10) Menus must be retained for at least 60 days to permit their inspection by authorized persons.

History: 1-2-56; am. (2) and cr. (10), Register, December, 1974, No. 228, eff. 1-1-75.

**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 3 months.

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

(5) Mattresses shall be provided where there is a need for over night detention. Mattresses (and pillows if used) shall be made of fire resistive material, shall be covered with fire retardant, waterproof easy to sanitize material, shall be kept in good repair, and in a clean sanitary condition. Mattresses shall be at least 3 inches in thickness and be of proper size to fit the bunks or beds. Suppliers of mattresses and pillows shall provide information giving evidence of fire retardant and waterproof capabilities of their product.

(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, dishcloths, 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 a 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.

History: 1-2-56; r. and recr. (5), Register, December, 1974, No. 228, eff. 1-1-75; r. and recr. (5), Register, June, 1979, No. 282, eff. 7-1-79.

**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 in accordance with the requirements of due process:

(a) Segregation.

(b) Restriction of privileges.

(c) Loss of good time in accordance with s. 53.43, Stats.

History: 1-2-56; am. (2), Register, December, 1974, No. 228, eff. 1-1-75.