

Revision 10/2018



# **Kenosha County Sheriff's Department Detentions Division**

## **Volunteer / Service Provider Handbook**

**Kenosha County Sheriff's Department  
Kenosha County Jail Pre-Trial Facility (KCJ)  
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(262) 605-5451**

**Kenosha County Detention Center (KCDC)  
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## **Introduction**

The Sheriff and the staff of the Kenosha County Jail Pre-Trial /Detention Center Facilities would like to take this opportunity to acknowledge the contribution made to the operation of the facilities, both by service providers and volunteers.

This presentation and handbook is offered to educate those who are involved in programs in the facilities and to provide a set of guidelines to allow safe, secure, and orderly interaction with the inmates /detainees and staff of the Pre-Trial Facility/Detention Center.

Both facilities have a long-standing history of safety and security. It is the intent to continue to make the environment within the facilities as safe as possible while allowing for the fair treatment of inmates/detainees and visitors as programs are facilitated and services accommodated. It is important to understand that because these are correctional facilities, they are inherently dangerous environments. The inmates/detainees are incarcerated here for an entire range of offenses. Those inmates/detainees include many that are desperate, unstable, mentally ill, chemically dependent or any combination thereof. While staff acknowledges that many inmates/detainees pose little threat and may be in the system for a single mistake, the majority are repeat offenders who may have "little to lose" by the loss of their self-control or an act of desperation. Many inmates/detainees are intelligent and are very accomplished at manipulating and coercing those they have contact with.

These facilities are committed to a well-organized, thoroughly documented, defensible and well informed professional service provider and volunteer program.

This handbook is designed to guide volunteers and service providers during their initial orientation. Further, it will serve as a reference during the volunteer or service provider's term in the Kenosha County Pre-Trial Facility/Detention Center. Volunteers / Service Providers working in the Kenosha County Pre-Trial Facility/Detention Center facilities are expected to read, understand, and adhere to the information presented and will be required to sign a statement acknowledging understanding the training and the requisites of conduct prior to being admitted into either of the facilities.

**SECURITY AWARENESS IS THE TOP PRIORITY FOR EVERYONE WORKING IN THE KENOSHA COUNTY PRE-TRIAL FACILITY/DETENTION CENTER. SAFETY AND SECURITY ARE THE PRIMARY CONSIDERATIONS FOR EVERY ACTION AND DECISION.**

## **Volunteer Opportunities**

The Kenosha County Pre-trial Facility/Detention Center offers a wide variety of programs and services to the inmate / detainee population. The following is a list of program areas that may have escorted or unescorted volunteers. This list is not final and may be modified as the needs of the incarcerated population change.

Religious Services  
Religious Classes

Religious Counseling  
Library Programs

Educational Programs  
Health Education

Substance Abuse Counseling  
Personal/Family Counseling

## **Role of the Volunteer**

Inmate Programs in the Kenosha County Pre-Trial / Detention Center Facilities could not be provided without the assistance of volunteers. Volunteers that assist in providing quality programs and services to inmates / detainees are invaluable and greatly needed and appreciated. Volunteers provide direct services to inmates / detainees and help promote opportunities to engage in positive and productive activities. Volunteers also provide the skills and commitment necessary to the operation and implementation of various programs.

## **Role of the Service Provider**

The term "Service Provider" references any contractor, vendor, consultant, or any other outsourced employee and/or any non-security Kenosha County employee that may require escorted or unescorted access to the secure area of either of the Kenosha County Sheriff's Secure Facilities. Examples of contractor, vendors or consultants includes but is not limited to: Health Services, Commissary, Telephone, Electronic or other service providers, auditors, investigators, officials from Local, State or Federal Law Enforcement Agencies, or authorized Contractual Representatives. Examples of non-security Kenosha County employees includes but is not limited to Executive and Elected Offices, Finance or Administration, Human Services, Appointed Public Safety (Law Enforcement), Legislative and Public Works employees.

## **Eligibility**

Volunteer applicants will not be denied access to the service provider / volunteer program based solely upon sex; any group which shares a common race; religion; color; or national origin; people over 40; and people with physical or mental handicaps. Selection of service providers / volunteers remains at the discretion of the Sheriff or his/her designee or other official processes. (RFP, bidding, etc.)

- Volunteers and Service Providers must be able to perform their duties and responsibilities.
- Volunteers must be at least 18 years old.
- Have no pending criminal or municipal charges or active warrants.
- Have no gang affiliations.
- No recent arrests or incarcerations; typically, within the past five (5) years.
- Active Volunteer lists will be reviewed annually.

## **Application and Selection**

Applicants must submit an application to the Jail Chaplain/ Programs Manager.

## **Application Forms**

Each applicant must fill out an application form. All information on the application must be complete and truthful. Willful omission, falsification, or misrepresentation of information may be a basis for disqualification and denial of access into the facilities.

## **Criminal History and Background Checks**

The Kenosha County Pre-Trial Facility/Detention Center will conduct a criminal history and background check on all applicants. Applicants may not begin volunteer or service provider work in the Kenosha County Pre-Trial Facility/Detention Center until the results of criminal history and background check are received and reviewed by the facility administrator, and until that time that they have received formal orientation and signed an acknowledgement of understanding. Volunteer or service provider applicants with pending criminal charges or a history of criminal convictions may be disqualified.

## **Identification**

Contractors or volunteers will be provided a color-coded visitor's pass upon every approved visit to either facility. Visitors passes shall be prominently worn on the outermost layer of clothing and must always be visible. All visitors (volunteers or service providers) are subject to being stopped, identified and having their access verified by any security staff member at any time they are inside the facilities.

## **Prospective Visitors**

Prospective Volunteers or Service Providers (potential visitors who would like to experience volunteering or receive a tour before applying) may request permission from the programs manager and facility Supervision to accompany an active volunteer, provider, or security staff that are on duty in the Kenosha County Pre-Trial Facility/Detention Center. Prospective volunteers/providers must undergo background and criminal history checks and be approved by the Facility Administrator or designee before entering the Kenosha County Pre-Trial Facility/Detention Center. The active volunteer must always accompany the prospective volunteer/provider. If the prospective volunteer/provider chooses to pursue approved status, he or she must comply with the normal application procedure.

## **Registration**

The Jail Chaplain/Programs Manager and Officer Manager will keep a computer register of all authorized volunteers and service providers. The listing will include: Photograph, address, telephone number (home and work), the program or services involved, the days and times the volunteer is allowed in the Kenosha County Pre-Trial Facility/Detention Center and approved area access in the facilities. This list of volunteers and service providers will be reviewed and updated annually by the program manager.

## **Training and Orientation**

All volunteers and service providers must receive training, an orientation, and pass a background check prior to serving in the Kenosha County Pre-Trial Facility/Detention Center.

## **Rules**

- Enter and exit the Pre-Trial Facility/Detention Center through the professional visitation public entrance, absolutely no exceptions.
- Volunteers and service providers do not have the authority to bring anyone into any facility, or to move inmates within the facility.
- Check in with a C.O or D.S.O. to ensure no unauthorized items enter the facility.

- Before entry into the facility, all coats, purses, briefcases, sacks, bags, satchels or containers etc. must be secured outside the facility or in the lockers provided.
- Bring only approved program materials to include program materials into the Pre-Trial Facility/Detention Center.
- All volunteers and service providers will be screened and all property to include clothing are subject to search (and/or scanning by various means) upon entry.
- Enter the Pre-Trial Facility/Detention Center **only** on the days and at the times assigned unless approved by the Jail Chaplain/Program Manager/and Jail Supervision.
- Enter only areas of the facilities where authorized.
- Wear your issued visitor pass conspicuously when in the facilities.
- Contact the Jail Chaplain/Programs Manager or Jail Supervisor to report loss of a visitor pass.
- Follow all written and verbal orders given by detentions staff.
- Do not report for volunteer or service provider duty under the influence of drugs or alcohol.
- Do not bring in or give anything to an inmate which has not been authorized by the Jail Chaplain / Programs Manager or a Jail Supervisor.
- Report for volunteer or service provider duties in appropriate attire.
- Conduct yourself in a professional manner at all times while in the Pre-Trial Facility/Detention Center.
- Immediately report breaches of security to an Officer or Supervisor.
- Keep application information current by reporting changes of address, telephone, emergency contact or other conditions as soon as possible.
- Immediately contact the Jail Chaplain/Program Manager with questions and concerns about assignment/duties.
- Notify the Program Manager, or a Jail Supervisor when a friend or a relative is a current Kenosha County Pre-Trial Facility/Detention Center inmate/detainee. Volunteers or service providers will not be allowed to participate while those individuals are in custody at either facility. Alternately, housing assignments will be reviewed and modified at the discretion of Security Supervision.
- Receive written approval from the Jail Chaplain/Program Manager before implementing new inmate program materials.
- Do not carry contraband into or out of the facilities.
- Ask an Officer when there is a doubt about a policy or procedure.

- Do not accept anything from an inmate.

## **Contraband**

It is imperative that volunteers realize the significance of contraband in the Kenosha County Pre-Trial Facility/Detention Center. Volunteers may not bring in or take out any contraband, however innocent the item may seem. Contraband is any item or substance that is not issued or authorized to be in the facilities. Contraband is any item not purchased through commissary, not issued by the Health Service Unit staff, not authorized by Supervision, and any permissible item altered or converted into something other than its original form. This includes unauthorized amounts of permissible items.

Inmates may try to convince a volunteer to bring contraband into the Facility. A volunteer who brings contraband into the Facility, even unintentionally, is subject to arrest and criminal prosecution. Many ordinary items are considered contraband within these facilities.

**Volunteers may not bring anything into the Facility without prior approval from Jail Supervision. Volunteers are encouraged to ask an Officer any questions regarding contraband.**

Examples of items which are considered contraband:

- Cell phones, cameras and any type of recording device
- Chewing gum that can be used to disable locking mechanisms
- Dental floss or guitar strings which can be used as potential strangulation weapon
- Food - can conceal drugs and is against Public Health regulations
- Laminated cards or pictures that can be used to defeat locking mechanism
- Pop cans which can be made into a weapon
- Any type of glass items
- Over-the-counter medications - The Facility Physician prescribes all medication.
- Cigarettes are not authorized in the facility and make an excellent hiding place for drugs
- Drugs and paraphernalia
- Pictures, letters, papers - may contain drugs, weapons or compromising information
- Letters taken out may contain threats, escape plans or be in violation of orders of protection
- Any item or substance that is not issued or authorized by Facility Security Staff or Administration

**It is important for anyone entering either of the institutions to understand that there is NO CONTRABAND ALLOWED.**

**Any officer or other person who delivers anything to or receives anything from any inmate/detainee can and will be prosecuted. Your entry into this institution beyond the entrance area will be considered your consent to having your person and effects searched. If you do not consent to being searched, do not enter these institutions. Wis. Stat. § 302.095**

## **Interacting with Inmates and Detainees**

## **Personal Information**

Do not share personal information about Pre-Trial Facility/Detention Center staff, fellow volunteers or service providers with the inmate/detainee population. Be cautious about the personal information you reveal about yourself and your family. This includes address, telephone number, family activities and places of employment. Never tell an inmate when you are going out of town on vacation or a trip. Do not lend money or give personal property to inmates. Fraternalization is strictly prohibited.

Contact between volunteers/service providers and inmates/detainees should remain professional. Development of personal relationships must be avoided. Those who are empathetic can easily become so involved with an inmate's problem or situation that they lose their objectivity when they believe that she/he is the only person interested in helping the inmate or who understands the inmate's problems.

Pre-Trial Facility/Detention Center volunteers and service providers are expected to observe the following guidelines if they are members of the volunteer or service provider staff:

- Do not give any personal telephone numbers or addresses to inmates.
- Avoid visiting inmates / detainees when not active as a volunteer or providing a service
- Do not carry or relay inmate messages, or mail, in or out of the Facility.
- Do not carry or relay messages from one inmate / detainee to another, or from one housing unit to another, etc.
- Touching and/or any physical contact of any kind is strictly forbidden.

## **Confidentiality**

Kenosha County Pre-Trial Facility/Detention Center volunteers and service providers are bound by the laws of confidentiality. Any information a volunteer or provider has about an inmate may not be divulged outside of the Pre-Trial Facility/Detention Center. Inmates/detainees may divulge confidential information to volunteers as part of a program. That confidentiality may be maintained in as much as the information does not concern facility safety, security, or program accountability. Discussing with an inmate another inmate, even among other volunteers/providers, may harm the volunteer/provider. Do not discuss inmates, their activities or legal matters with other inmates.

Do not share personal information about staff members, volunteers or providers and be very selective about personal information you share with inmates/detainees. This includes place of residence, spare time activities, family member activities or where they work, etc. Volunteers and providers must be very careful what they share with detainee/inmates about themselves, as this sharing may trigger consequences that cannot be anticipated.

Sound travels through hallways, therefore personal information about detainee/inmates is not to be discussed in the hallways.

If a volunteer becomes aware of information that an inmate/detainee is going to harm themselves or someone else, is planning an escape or there is an escape attempt, or there is a security breach, the volunteer **MUST** inform a Security Staff member **IMMEDIATELY**.



## **Observing Behavior**

Working with inmates/detainees requires deliberate observation of their behavior. When working with inmates / detainees the volunteer should be positioned in the safest and best possible visual position. Inmates / detainees being moved through the jail are required to remain between the red lines of the hallway in a single file line. The volunteer or provider should observe all that is going on around them. Volunteers should be aware of verbal behavior, attitudes and the general mood of the inmates / detainees. The ability to recognize leaders, emotional outbursts and anxiety among inmates can prevent potential problems. Volunteers are encouraged to discuss inmate behavior with the Officers.

## **Program Materials**

Volunteers must see that program materials are used properly. All materials will be searched by the Pre-Trial Facility/Detention Center staff. Materials must be approved in advance by the Jail Chaplain / Program Manager and Supervision. Volunteers' must account for all program materials before inmates / detainees leave the program area.

## **Questions**

If a volunteer or provider does not understand a behavior exhibited by an inmate / detainee, he/she should bring the incident to the attention of an officer. A volunteer or provider may not understand, for example, why an inmate / detainee had certain privileges taken away or restricted. Remember the inmate / detainee's behavior determines his/her situation and officers have procedures to follow when an inmate / detainee requires discipline. An officer may withhold or restrict privileges for cause.

Everyone working in the Pre-Trial Facility/Detention Center is accountable for order and security. It is important that inmates realize that volunteers or providers are accountable to Facility staff and regulations. Please *IMMEDIATELY* report to Security Staff any safety or security issue, improper inmate/detainee behavior or solicitation(s).

## **Administration**

**THE SHIFT SUPERVISOR MAY CANCEL A PROGRAM AT ANY TIME FOR LIFE SAFETY/ SECURITY REASONS.**

## **Supervision**

The Jail Chaplain/Program Manager coordinates inmate programs and services. He/she also oversees the recruitment and screening of volunteers. Supervisors or their designee(s) can conduct orientation sessions and will also assist the Jail Chaplain/Programs Manager in the supervision of volunteers and providers.

## **Evaluation**

The respective facility Lieutenant, Jail Supervisors, Jail Chaplain, & Programs Manager will evaluate each volunteer and provider's performance. The Evaluation may include input from Pre-Trial Facility/Detention Center staff, inmates participating in the program, other volunteers or providers or any other person whose input may be relevant. Volunteer lists will be continuously updated and re-evaluated annually.

## **Termination**

The respective facility Lieutenant, Jail Supervision, Jail Chaplain, or Program Manager may terminate a volunteer at any time. Reasons for termination from the program include but are not limited to:

- Breach of confidentiality
- Unlawful conduct or violation of facility rules and regulations
- Physical or emotional illness
- Inability or unwillingness to cooperate with staff or other volunteers
- Unreliable attendance
- Personal involvement with an inmate
- Improper conduct or contact with an inmate or an inmate's family
- Participation in an activity that threatens the order or security of the facility, Pre-Trial Facility/Detention Center or the safety of the volunteer, inmates or staff
- Any other unforeseen reason

Volunteers may be terminated/suspended without cause at any time. Any Supervisor may prohibit volunteers from entering the Pre-Trial Facility/Detention Center pending investigations of breaches of safety or security. Volunteers or providers who wish to appeal termination or access privileges may submit a written request to the Jail Chaplain/Program Manager.

When a volunteer or provider ends his or her association with the program or activity, whether voluntarily or involuntarily, they must return any County property in their possession to the Jail Chaplain, Program Manager, or Supervision.

- **The Sheriff or his designee may reject any volunteer or provider applicant that does not meet the specific qualifications for volunteers or providers listed in this handbook.**
- **The Sheriff or his designee may rescind the privilege of being a volunteer or service provider to anyone who violates the Rules and Regulations for Volunteers and Service Providers.**
- **The Sheriff or his designee reserves the right, at all times and without prior notification, to refuse admittance to any volunteer or service provider.**

## **Reporting Procedures**

Once you have been approved as a program volunteer or provider, the following procedures/guidelines should be followed when reporting:

- Plan to arrive at least 15 minutes prior to the designated start time of their program.
- When signing in, volunteers and providers will need a valid form of government issued identification (Driver's License, State ID) which the Officer will hold while you are inside the facility.
- Volunteers and providers will be issued a color-coded sticker which must be worn at all times while in the facility.

- Volunteers and providers will be screened (physical search, electronic or other means) prior to being allowed into the facility. A hand scanner may be used if the alarm on the walk-through scanner is activated. Pat searches, when necessary, will be conducted by staff of the same sex.
- All materials must have prior approval from the Program Coordinator, Chaplain, or supervision before any item will be allowed into the facility. It is the volunteer's responsibility to obtain this preapproval.
- Service providers that require tools or other specialized materials will be subject to a tool inventory process upon entry into and exit from the facility. This may be extended to include another inventory of all items at any time. Please limit the quantity of tools and materials to those absolutely necessary for the completion of a project/job.
- Volunteers or providers will be escorted to their designated area by an Officer or may have a security escort assigned to them. Volunteers and providers are not permitted to leave their designated program area or roam without an escort for any reason.
- Volunteers and providers are responsible for arranging the designated program area and their approved equipment to suit their needs. An assigned Staff person will assist in order to minimize any security risks.
- Volunteers will be taken to the designated program area prior to detainee/inmates. Detainee/inmates will be escorted by Correctional Officers to the program area after the volunteers are in place.
- Based on the nature of the volunteer program, the room being utilized and the number of inmates'/detainees' present, the number of volunteers allowed to participate may be limited.
- At the end of the designated time, Officers will escort the inmates back to their housing unit.
- While detainee/inmates are being returned to their housing areas, volunteers will, in some cases, return furniture to its original position.
- After detainee/inmates have been returned to their housing areas, volunteers will be escorted back to the reception desk.
- Upon the completion of work or service, providers will be escorted back to the reception desk.
- Volunteers and providers will turn in their ID tag to the officer at the reception desk and retrieve their identification prior to leaving the facility.

## **Emergency Procedures**

Security is the highest priority at the Correctional Facilities. Security procedures are never to be discussed in the presence of, or with detainee/inmates. Knowledge of security procedures could make an escape attempt successful. Volunteers and providers are to be cognizant of Emergency Procedures to know what to do in the event of an emergency.

When a volunteer or provider is involved in an incident with an inmate/detainee, or witnesses an incident between inmates/detainees, the volunteer is to:

- Immediately notify a Correctional Officer or other available staff to send help
- Protect themselves by going to a safe area out of the way
- Carefully observe what is going on in order to relate the incident in a written report

- Observe who did what, when, where, how and in what sequence.
- Refrain from trying to intervene and allow the Correctional Officers to handle the situation as they are trained to do.

In the event of an emergency, volunteers and providers are to remain where they are until removed by a Correctional Officer. In some emergency situations, volunteers will be told by the Correctional Staff to remain where they are until the situation has been resolved, (fights, minor fires, etc.).

During an evacuation of the Correctional Facility volunteers and providers will be escorted out of the facility by a Correctional Officer.

- Take nothing with you during evacuation.
- Immediately obey all orders of Corrections Staff.
- Visitors, volunteers and other non-essential personnel will be assembled and accounted for.
- You will be allowed back into the facility after an all-clear order has been given.
- You are required to participate in the final headcount which will be taken upon returning to the facility and before being allowed to go home after an evacuation.
- You need to familiarize yourself with evacuation routes posted throughout the facility.

## **Hostage Situations**

A hostage situation is any condition where people are held illegally and against their will; denied their right to move, act, speak freely and make decisions on their own; or a condition that endangers life or poses a threat of danger while holding a person or persons in a restricted state against their will.

The longer the hostage lives during the takeover, the better the chances become of living. In the event you become involved in a hostage situation, expect to experience a range of emotions. Emotions will include fear, denial, planning an escape, reflecting on your life, adaptation, and the Stockholm syndrome where you develop a bond with your captors. Hostage situations are not common. The Sheriff's Department has a hostage negotiation team that will respond to hostage situations and will seek to do all they can to keep you safe and get you free.

The following are guidelines to keep in mind:

- Recognize and accept the fact that you have been taken hostage.
- The first 15 to 45 minutes are the most dangerous. The beginning of an incident is the most dangerous for all concerned. The captors are going through highly emotional states during the initial confrontation with authorities.
- Be patient; time increases your odds.
- Be prepared to remain a hostage for an extended period of time.
- Do not increase stress for the hostage taker or other hostages.
- Never try to negotiate when you are a hostage, let the trained negotiators do their job. Even though you may hear things that upset you or make you feel like no one is coming, be aware that negotiators are very well trained and will do everything in their power to promote a safe rescue.
- Pay attention to details. Upon release you may be able to assist authorities with what you observed.

If you believe a rescue attempt is taking place:

- Lie down on the floor and stay down.

- Keep your hands on your head and do not make any quick movements. Rescuers can't tell the hostages from the hostage takers. Sometimes hostage takers will switch clothing with the hostages.
- When staff orders you out, follow directions quickly and be prepared to be frisked and possibly handcuffed until officials can sort everything out. It's not personal; they are simply trying to keep you and everyone else safe.

## **Attire - Dress Code**

Volunteers and providers should present a professional image by dressing appropriately, keeping in mind the population with whom they work. Casual clothing that is neat and comfortable is suggested. Sloppy, revealing, or provocative attire is not permitted. It is important that volunteers dress conservatively and follow dress codes which include:

- No short shorts or mini skirts
- No low cut or see through blouses
- No tank tops or tube tops
- No spandex
- No clothing full of holes
- No excessive or expensive jewelry
- No gang related attire
- Shoes are mandatory (closed toe)
- Avoid dressing in clothing that matches the detainee/inmates issued uniform color
- Avoid dressing in clothing with wording or phrases

\*\* Volunteers may be refused entrance to the facility on a case-by-case basis if their clothing is determined to be inappropriate for this type of setting.

## **Prison Rape Elimination Act (P.R.E.A.)**

The Prison Rape Elimination Act of 2003 (PREA) is the first United States federal law intended to deter the sexual assault of prisoners. As part of PREA, this facility is required to ensure that all volunteers and contractors who have contact with inmates receive training on responsibilities under this agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. The level and type of training that you receive is commiserate with the services that you provide and the level of contact that you should have with inmates/detainees. It is required that you be reoriented and have another criminal record check a minimum of every five years. This agency will maintain records with your signature and acknowledgement that you received and understand this training. Should you have any questions or concerns about PREA, or any other part of this orientation, please contact the department facilitator of your training.

**It is important to know that this agency has a ZERO TOLERANCE POLICY regarding any form of sexual abuse or harassment within its facilities, by other inmates, staff members, volunteers, contractors, official visitors or anyone else not listed. "Zero Tolerance" means that sexual abuse, sexual harassment, and sexual misconduct will not be tolerated in the Kenosha facilities. Our volunteers and contractors**

are extremely important to our agency and have a role in preventing, detecting, and responding to sexual abuse.

**Definitions:**

*Sexual abuse by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:*

- 1) Contact between the penis and the vulva or anus, including penetration, however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- 4) Any other intentional touching either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of another person, excluding contact incidental to a physical altercation.

*Sexual abuse by a staff member, contractor, or volunteer includes:*

- 1) Contact between the penis and the vulva or anus, including penetration, however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in (1) through (5) of this section.
- 7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- 8) Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate by staff for reasons unrelated to official duties, such as:
  - a) Peering at an inmate who is using a toilet in his or her cell to perform bodily functions;
  - b) Requiring an inmate to expose his or her buttocks, genitals, or breasts; or

c) Taking, distributing or publishing images of all or part of an inmate's naked body or of an inmate performing bodily functions.

*Sexual harassment includes:*

- 1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and
- 2) Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Sexual misconduct is also a range of behaviors or situations that include inappropriate remarks, sexualized name-calling, correspondence, conversations, inappropriate displays, fondling, inappropriate viewing, and sexual contact with individuals vulnerable to the authority of the justice system or any other person in a work setting.

Sexual abuse of an inmate by a staff member, contractor, or volunteer includes all the abusive sexual contact listed. All sexual contact between inmates and staff or volunteers is considered sexual abuse. It is against the law for you to have sexual contact with inmates, even if the inmate agrees or seems willing. There is no such thing as consensual sexual activity between inmates and staff, volunteers, or contractors.

Just like employees, potential consequences for volunteers or contractors who sexually abuse or sexually harass inmates includes dismissal from the facility, termination of the contract/volunteer duties, reporting to relevant licensing bodies, criminal prosecution, and civil liability. That means that if you sexually abuse or sexually harass an inmate in this facility, your work with our agency may end, you may be charged with a crime, and/or you may be sued.

Wisconsin state law applies to you in your role within these facilities. Under state law, as a worker or volunteer, you are specifically enumerated as a "*correctional staff member*". Wisconsin has a criminal sexual assault statute that specifically addresses this topic.

**§940.225 (2) Second Degree Sexual Assault - Whoever does any of the following is guilty of a Class C felony:**

- (h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member.

The penalty for conviction of a class "C" felony is a fine not to exceed \$100,000 or imprisonment not to exceed 40 years, or both.

**REPORTING:**

Anyone may report incidents of a sexual nature which occur within the Kenosha facilities at any time, regardless of when the incident is alleged to have occurred. All inmates and staff who report PREA incidents, and/or cooperate with a PREA investigation, shall be protected from retaliation by other inmates or staff.

Reports can be made in various ways by inmates, staff or third parties. PREA reports can include allegations for sexual abuse and sexual harassment of inmates, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. PREA reports are not required to be submitted to, nor shall the reports be referred to a staff member who is the subject of the complaint. PREA reports may be anonymous. Methods for a volunteer or service provider to report a PREA concern include, but are not limited to:

- Written or verbal correspondence to any security staff member or Supervisor
- Making a phone call (262-605-5100) (Sheriff Non-emergency number)
- Via Faxed submission: (262) 605-5130 (Sheriff's Administration)
- Web site submission: <http://www.co.kenosha.wi.us/548/Sheriff>
- (ICE DETAINEES or US Marshall Inmates) (Detention and Reporting Information Line) 1-888-351-4024 or (Department of Homeland Security Office of Inspector General)1-800-323-8603

#### **RESPONDING TO COMPLAINTS**

- Immediately notify any security staff member.
- If notification of a security staff member is not immediately possible, attempt to separate the victim from the abuser (within the limited scope of your authority)
- Request that: the alleged victim, and/or ensure the alleged abuser, do not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating;

All reports of PREA-related activity will be thoroughly investigated by a security supervisor, and appropriate action will be taken consistent to Kenosha County Sheriff Policy and Procedure, and applicable law.

## **Application Process / Qualifications**

The first step in becoming a volunteer or Service Provider is to complete the [Application for Volunteers or Service Providers](#). Read through the [Handbook](#). You will be required to sign an [Acknowledgment and understanding form](#) and sign the [Volunteer Notice and Release](#) form.

Completing these forms and authorizations allows security staff to begin a background check. Some of the established criteria for approval include:

- Must be at least 18 years old
- No pending charges or active warrants
- No gang affiliations



- No recent arrests or incarcerations; typically, within the past five (5) years.
- Current professional certifications and licenses where applicable
- Sponsorship of a recognized community organization

Once the background check has been completed and approved, your name will be added to the approved roster for volunteers or Service Providers. You cannot enter the facility without your name being on this roster of approved volunteers/Service Providers. Security clearance may expire after one year and inactivity may require renewal by submitting a new application. If any information changes throughout the year, volunteers/providers are required to immediately report those changes to the jail. This includes any new criminal charges or active warrants.

Access to the facilities will not be approved until this entire process has been completed.

I acknowledge that I have received a facility orientation to include, but not limited to, PREA training on this date, and my signature below is indicative that I received and understand all the training to which I have been exposed.

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Signature

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Printed Name

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Date