

# **LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE**

## **AGENDA**

**Jefferson County Courthouse**

**311 S. Center Ave, C2003, Jefferson**

**June 26 , 2026 @ 08:30 a.m.**

[Join the Meeting](#)

Meeting ID: 231 887 566 497 757

Passcode: oc2zV37S

**DAVID DRAYNA; KIRK LUND; DWAYNE MORRIS; JENIFER QUIMBY; BRANDON WHITE**

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Approval of the agenda
5. Public comment – (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Approval of the May 22, 2026, meeting minutes
7. Discussion and possible action on Emergency Management Resolution.
8. Introduction of Policy Oversight Department Heads (Medical Examiner & District Attorney)
9. Communications
10. Grants – Update of ongoing or new grants
11. Report from the Sheriff
12. 2026 Annual Jail Inspection Report- (Chad Roberts, Jail Administrator)
13. Review monthly bills and financial items (May) and Report on the budget
14. Review of monthly jail and patrol activity reports
15. Discussion and possible action on approving jail assessment fund purchases
16. Discussion on potential items for July 24, 2026, meeting agenda (Emergency Management)
17. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodation for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Jared Hoy

## Office of Detention Facilities

**Date:** June 11, 2026

Sheriff Travis Maze  
Jefferson County Sheriff's Department  
411 S. Center Avenue  
Jefferson, WI 53549

### RE: 2026 Jefferson County Annual Inspection

**Facility Name:** Jefferson County Jail  
**Address:** 411 S. Center Avenue  
Jefferson, WI 53549

### Facility Type and Applicable Wisconsin Administrative Code:

- ☐ Juvenile Detention Facility (Chapter DOC 346)
- ☐ Secured Residential Care Center for Children and Youth (Chapter DOC 347)
- ☐ Huber Facility (Chapter DOC 348)
- ☐ Municipal Lockup Facility (Chapter DOC 349)
- ☒ Jail (Chapter DOC 350)

**Date of Inspection:** May 27, 2025      **Inspected By:** Heather Laurence, ODF Specialist

**Inspection Process:** The annual inspection of the facility was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections administrative code. This inspection consisted of a tour of the facility to assess the safety, sanitation, adequacy, and fitness of the facility; dialogue with staff and inmates; and a review of facility records and documentation.

### Approved Capacity Details

| Maximum Rated Capacity | Population on the Day of Inspection | Is Facility Approved to Double Cell | Is Facility Approved to Hold Juveniles |
|------------------------|-------------------------------------|-------------------------------------|----------------------------------------|
| 229                    | 167                                 | Yes                                 | No                                     |

### Inspection Results

On the date of the inspection, there was a total adult population of 176. Of the total population, there were 27 females. Six individuals are placed at other facilities and three are on electronic monitoring, for a total in-house population of 167.

## **Programming**

Programs offered include the following:

- Education – GED preparation and testing,
- Miscellaneous – Bible study, religious services, Alcoholics Anonymous/Recovery Meetings, OSHA-10, Law Library, book carts, free vaccinations, Alcohol and Drug Treatment Court, Celebrate Recovery, Smart Recovery, and Safer Communities.

## **Sanitation / Food Service**

- Food Service continues to be provided by county food service personnel. There have been no inmate workers for the past six years.
- Menus were reviewed and approved by a registered dietitian from the Jefferson County Health Department.
- The kitchen has purchased a new skillet and steamer.
- The facility provides three daily meals, with breakfast and lunch being hot meals.
- Temperature logs continue to be maintained for hot meals, refrigerator, freezer, and dishwasher. These are also inspected monthly by the kitchen manager.
- There is a system in place to log and account for sharps.
- An outside kitchen inspection was last completed by Environmental Public Health on May 18<sup>th</sup>, 2026. There were no items of concern noted.

## **Medical and Mental Health Services**

- Medical services are contracted through Southern Health Partners. Coverage at the facility is provided for all shifts. The doctor is on-site once every other week and is available by telephone. The facility keeps both hard files and electronic files. Review of random records indicated compliance with review of health screenings and health transfer summaries. The health appraisals that were spot checked were found to be compliant.
- Mental health services are contracted through Southern Health Partners. Contract provides for 40 hours per week. Human Services is available for after hour emergencies. Record checks show standards are being met regarding wellness checks for those on

suicide watch. Records reviewed documented actions and decisions of the suicide watch placements.

- Nursing staff dispense medication. Review of records indicated medication verifications are being appropriately completed and documented.
- Dental needs are sent outside of the facility.

## **Operational Summary**

- The facility has seven dormitories and eight pods.
- The facility is currently housing 15 state inmates.
- Laundry is sent outside of the facility and not done in house.
- A spot check of records showed that wellness check observations were completed and documented within the established guidelines.
- Internal monthly searches, inspections, and key and lock checks are completed and documented.
- Fire inspection was completed on January 15, 2026 by the Jefferson Fire Department. No violations noted.
- Fire extinguishers and SCBA's were available and maintained.
- Fire evacuation routes were displayed.
- A spot check of disciplines verified compliance, and the disposition was clearly documented.
- Training has been completed/scheduled in the code required areas.
- There is an objective classification system in place. In the dormitories, Minimum and Medium inmates were housed together. A violation for not separating security classification is noted below.
- There is a key count system in place. Recommendation to add a comment in the key tracking system that specifically states all keys are accounted for.
- Overall, the facility was found to be clean and organized.
- The climate in the facility was good. The inmates were social and overall positive. Several inmates commented on the quality of the food, stating it is very good compared to other facilities.

- The hygiene system the facility has in place is excellent and well organized.

## Changes and Updates

- The facility passed the PREA Audit in August 2025
- New maintenance staff.
- Tablets
- Participation in Alcohol Treatment Court

## Goals

- Addition of the Guardian System or similar.
- Looking to add the Web Based program OCF for inmate information.
- Tables for outdoor recreation space.
- Paint all pods and dorms
- Update cameras
- MAT program
- Addition of tray slots to the outdoor recreation doors. Should there be an emergency, staff would have access to that area without opening the door.

## State Statute and Administrative Rule Violations

**The following violation code was noted during this year's annual inspection:**

- ✓ **Administrative Code DOC 350.06(6). Dormitories.** *Inmates may be housed in dormitories if the inmates are of the same security classification and properly segregated as required under s. [302.36](#), Stats.* Inspection revealed noncompliance through examples of occupants with differing classifications within the same dormitory.

## Recommendations

- ✓ **Maintenance:**
  - Film on the visitation doors currently covers the entire door. It is recommended that some or all of the window is visible. Recommendation also made last year.
  - The door handles in the outdoor recreation area are a safety concern and are currently being reviewed.
  - A review of routine maintenance schedule should be completed to ensure the facility needs are being met.

✓ **Safety:**

- There is a metal detector in the booking area. The metal detector is not being utilized as there is not electricity near its location. The facility is currently using hand held metal detectors. JA indicated this would be addressed by the end of 2026.
- At the present time, there is not a practice in place to ask returning inmates from outside appointments about their current mental health status. It is encouraged to put into practice a system to verify when returning to the facility.
- Recommendation to add a comment in the key tracking system that specifically indicates that all keys are accounted for.

✓ **Staffing:**

- A review of the number of supervisory staff is recommended to ensure operational demands are being met. This was also noted in last year's assessment.

✓ **Other:**

- After reviewing multiple documents, it shows staff are not filling out the facility's documents in their entirety. It is recommended to either remove the part that is no longer being used or encourage staff to fill out the forms entirely. Example: Classification Tree and Disciplinary Proceeding Form.

I would like to thank Captain Roberts and the staff for their cooperation during this inspection process. There have been significant improvements since last years inspection. If you have any questions regarding this report or any other matter, please feel free to contact me.

Sincerely,



Heather Laurence, Inspector  
Office of Detention Facilities

Cc: Chad Roberts, Captain  
Greg Bucholtz, ODF  
File