

SECTION: 603.06**SUBJECT: Contraband****POLICY**

The following system is used to identify items not allowed in the Jail as required by Wis. DOC 350 – Jails and Jail Administration.

PROCEDURE

Jail staff shall immediately address and notify a supervisor when an item which threatens the safety of the Jail is discovered. Items which threaten the safety of the Jail shall be immediately removed from the secure area of the Jail.

Persons presented for admission to the Jail are offered an opportunity at booking to voluntarily surrender drug-related contraband. This voluntary surrender of contraband shall be handled in accordance with Sheriff's Office Policy & Procedure 601.09 – Amnesty Box.

Contraband intercepted in the mail by the Mail Clerk outside the secure areas of the Jail shall be handled in accordance with Sheriff's Office Policy & Procedure 614.07 – Mail.

Contraband intercepted in the mail within the secure areas of the Jail by a deputy shall be handled in accordance with this policy.

Contraband: Non-Criminal

Contraband of a non-criminal nature should be disposed of to prohibit resident access. Contraband of a non-criminal nature that is personal property of a resident shall be sent to Property. Property shall inventory the item, place it in the resident's property, and record it in the Sheriff's Office Records Management System.

Contraband of a non-criminal nature which does not present a risk of physical harm to an individual and does not present a risk of escape shall be documented in the Sheriff's Office Records Management System using Jail Log Event Type:

- DIS – DEP: Individual Discipline, if the contraband results in a resident receiving minor discipline or a resident being referred for major discipline.
- BRF – ALL: Briefing, if the contraband is not associated with an individual resident.
- MAL – DEP: Mail Distribution, if the contraband was received in the mail.

The Jail Log entry shall include a brief description, inventory, and disposition of the contraband items.

Contraband of a non-criminal nature which presents a risk of physical harm to an individual or a risk of escape shall be documented in the Jail Log as described above and with an incident report in accordance with Sheriff's Office Policy & Procedure 600.06 – Incident Documentation. The incident report shall include a description, inventory, and disposition of the contraband.

Contraband: Criminal

Jail staff shall immediately address and notify a supervisor when contraband of a criminal nature is discovered. The discovery shall prompt a criminal investigation. Interviews and evidence processing shall be handled accordingly.

Contraband of a criminal nature shall be documented in the Sheriff's Office Records Management System using Jail Log Event Type:

- DIS – DEP: Individual Discipline, if the contraband results in a resident receiving minor discipline or a resident being referred for major discipline.
- BRF – ALL: Briefing, if the contraband is not associated with an individual resident.
- MAL – DEP: Mail Distribution, if the contraband was received in the mail.

The Jail Log entry shall include a brief description, inventory, and disposition of the contraband items.

Contraband of a criminal nature shall be documented in the Jail Log as described above and with an incident report in accordance with Sheriff's Office Policy & Procedure 600.06 – Incident Documentation. The incident report shall include a description, inventory, and disposition of the contraband.

Consideration, after consultation with a supervisor, should be given to the use of a county ordinance citation, "add-on" criminal charge, or the referral of a criminal charge based on the results of the investigation.

SUPERVISION

Supervisors shall routinely observe processes where persons or property enter the Jail to verify procedures to reduce contraband are conducted in accordance with Sheriff's Office Policy & Procedure.

Supervisors shall review documentation related to the discovery of contraband to verify actions taken are in compliance with Sheriff's Office Policy & Procedure.

HISTORY

Date	By	Note
2017	Jail Administration	Revised as part of Policy Manual review.
2021.08.01	Jail Administration	Revised and implemented. Reflects language change from Inmate to Resident.
2021.09.27	Jail Administration	Reviewed and implemented.
2022.04.04	Jail Administration	Updates to include contraband discovered in mail.
2023.12.13	Jail Administration	Update to include 601.09 – Amnesty Box. Update to log codes.