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## CONTINUITY OF OPERATIONS PLAN

### “PANDEMIC CORONAVIRUS (COVID-19)”



## Dane County Sheriff's Office Security Services

115 W Doty St, Madison, WI. 53703

March 18, 2020

Proposal number: draft version 1

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## INTRODUCTION

**Introduction:** The Dane County Sheriff's Office (DCSO) Security Services Division is responsible for the operation of the Dane County Correctional System. DCSO maintains three correctional facilities: The Public Safety Building, the City-County Building and the Ferris Center. Each of these facilities is operated under different correctional management philosophies. Security Services also operates a Jail Diversion Program, allowing sentenced inmates to serve their sentence outside the facility on electronic monitoring. The Security Services Division is comprised of 206 sworn deputies and 65 civilian support staff.

**Purpose:** The purpose of the Pandemic Coronavirus (COVID-19) Continuity of Operations Plan (COOP) is to identify and facilitate the courses of action necessary to maintain essential DCSO Security Services operations during a large-scale, long-term emergency. In establishing this plan, the mission-essential responsibilities of each component of Security Services will be identified. The Security Services COOP will guide administrators and supervisors through implementation of the plan, addressing issues such as uninhabitable facilities or significant losses of personnel, and the transitions to and from temporary locations.

The DCSO Security Services COOP will cover a wide range of topics which can be divided into Planning, Plan Maintenance, and Operations sections. The Planning section will clearly define the orders of succession and delegation of authority, as well as identify Security Services essential-functions, mission critical systems, vital records, and alternative facilities and/or alternative locations. The Plan Maintenance stage will identify long and short-term plan goals, timelines, planning and preparedness considerations, as well as establish milestones and tracking systems to monitor accomplishments.

The Operations section is the most important component of the plan as it is designed to specifically address how Security Services will function during a large-scale, long-term emergency based on the information presented in the Planning section. It will specify how emergencies are identified and assessed. It will define when and how the Security Services COOP is implemented, and differentiates operational needs between full and partial deployment. The Operations section also addresses the actions that need to take place throughout the different phases of an emergency.

Phase I (activation and relocation phase) -consists of the activation of the Security Services COOP and the COVID-19 operational adjustments. Phase I will commence upon the order to implement the Security Services COOP and will include up to the first 12 hours of operations.

Phase II (alternate facilities operations phase) -encompasses all operations at alternate facilities and/or housing (quarantine). It will occur 12 hours after the implementation until termination of COOP procedures.

Phase III (reconstitution phase) -occurs between termination of the Security Services COOP procedures and the return to normal Operations.

The Continuity of Operations Plan will specify the essential personnel, functions, and resources needed to ensure that Security Services' essential-functions are maintained throughout an emergency. It will set forth procedures for responding to the emergency while safeguarding essential equipment, documents, and personnel. The Security Services COOP will facilitate the transition through each of the three phases to ensure a timely and effective resumption to Security Services's pre-emergency level of operation.

**Applicability and Scope:** The Security Services COOP will not only impact the DCSO, but it will affect the entire criminal justice system in and around Dane County. Implementation will also significantly impact the citizens of Dane County because the Sheriff's Office essential-functions are diverse and far-reaching. The Office of the Sheriff and the citizens of Dane County will be dependent upon each other for support and cooperation during a prolonged, large-scale emergency.

Continued operations of DCSO Security Services during an emergency is critical; that is why it is vital for this plan to: (1) ensure the continued performance of essential-functions, (2) protect essential facilities, equipment, and records, (3) reduce disruption to operations, (4) reduce danger to personnel by minimizing damage and losses, and (5) achieve a timely and orderly recovery of operations following the emergency.

The DCSO Administrative Services address the following issues as they affect the essential-functions of the DCSO during an emergency: (1) work schedules and compensation, (2) hours of work, (3) time-off, (4) additional staff support, (5) logistical support, (6) discipline and liability, and (7) education and training.

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# PLANNING

The Planning section is designed to introduce, describe, and provide visual aides to help understand the many elements that must be planned for and executed in the event of a large-scale, long-term emergency. This section introduces many of the topics that will be further explained in the Operations stage. The tables and figures included are guides intended to identify the topics, functions, and responsibilities that will be described in more detail throughout the Operations section. In planning for a catastrophic emergency, the most important component is to identify the essential-functions of the Sheriff's Office. The essential-functions must then be prioritized and specific methodology needs be developed for maintaining them during a prolonged emergency.

## 1) Essential-Functions

In order to maintain the operations of DCSO Security Services during a large-scale, long-term emergency, the essential-functions of Security Services must be identified. Essential-functions are the activities that must be performed to: (1) ensure the safety and well-being of the public, (2) provide vital services, (3) exercise civil authority, and (4) sustain the industrial and/or economic base during an emergency. To qualify as an essential function, the task must not be able to suffer a delay in operations of more than 12 hours and that function must be maintained in all circumstances thereafter. The following essential-functions have been established based on the statutory obligations of the Office of Sheriff in the state of Wisconsin, as well as from the policies and procedures of DCSO.

Each essential-function will have a number of operational strategies under it. The operational strategies are the elements required to maintain each essential-function. Under each operational strategy are technical plans. The technical plans are the specific tasks that need to be fulfilled to achieve each operational strategy.

The essential-functions of DCSO Security Services are: (1) Jail Safety and Security, (2) Inmate Medical Needs, (3) Inmate Wellbeing, (4) Record Maintenance, and (5) Booking. The operational strategies and technical plans tables are contained in the Operations section under Phase II- Alternate Operations and Housing (Table 13).

In order to maintain the essential-functions of DCSO Security Services, it is important to clearly identify the orders of succession throughout the division in the event that this process is needed. DCSO Orders of Succession addresses the order of succession beginning at the Sheriff and ending at Captains (divisional commanders).

## 2) Orders of Succession

Pre-defining the orders of succession is a vital element in managing a long-term, large-scale emergency. The orders of succession are designed to maintain DCSO Security Services operations during and after an emergency. Successions may take place for any number of reasons including, but not limited to, fatigue caused by extended tours-of-duty, unavailability, or incapacitation directly caused by the emergency. The orders of succession include the conditions under which succession will take place, the method of notification, and the limits on delegations of authority by successors.

### a) DCSO Orders of Succession

First: Sheriff

Second: Chief Deputy

Third: Captain

Fourth: Lieutenant

Fifth: Sergeant

If the Sheriff, Chief Deputy, and none of the Division Commanders are available, the chain of command will proceed to the most senior Lieutenant. The succession will continue through the rank of Sergeant according to seniority. If no Sergeants/Supervisors are available, succession will then go the senior line-staff employee on-duty through that rank based on seniority. Seniority is based on an

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employee's continuous, full-time service based on job classification. The order of succession will remain in effect until the Board of Supervisors can appoint a new Sheriff.

#### Incident Commander

In the event of a joint operation involving Sheriff's personnel of different divisions, an incident commander will be designated in advance of the joint operation. If the incident is an unplanned occurrence, the ranking supervisor on duty in the division of the occurrence will be in charge of all personnel assisting with the incident until relieved by command.

#### **b) Conditions of Succession**

##### DCSO SUCCESSION PLAN

##### The position of Sheriff

The Sheriff is an elected position and then once elected, granted to position of Sheriff after completing the Oath of Office administered by a Judge.

##### The position of Chief Deputy

The Chief Deputy is appointed by the Sheriff.

**Succession:** The Chief Deputy will take over command in the absence of the Sheriff either by order of the Sheriff or if the Sheriff is unable to make that authorization due to his/her incapacitation (Wisconsin Code 59.26 (7)). The Chief Deputy shall hold the office until another successor is appointed or elected.

**Notification:** The Chief Deputy will be notified of his/her need to take command in person or by telephone from the Sheriff.

**Authority:** The Chief Deputy, in the absence of the Sheriff, will have the same authority to delegate that the Sheriff possessed prior to succession in order to maintain the essential-functions of the Sheriff's Office.

##### The position of Captain (Division Commanders)

Captains are appointed by the Sheriff

**Succession:** The senior Captain will take over in the absence of the Chief Deputy. The Captain shall hold the office until another successor is appointed or elected.

**Notification:** The Captain will be notified of his/her need to take command in person or by telephone from the Chief Deputy.

**Authority:** The Captain, in the absence of the Sheriff and Chief Deputy, will have the same authority to delegate that the Sheriff possessed prior to succession in order to maintain the essential functions of the Sheriff's Office.

##### The position of Lieutenant

Lieutenants are appointed by the Sheriff

**Succession:** In the absence of the Chief Deputy and a Division Commanders; the senior Lieutenant will take over command. The Lieutenant shall hold the office until another successor is appointed or elected.

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Notification: The senior Lieutenant will be notified to take command in person or by telephone from the Captain in charge.

Authority: The successor to the position will have the same authority to delegate that the commander possessed prior to succession in order to maintain the essential-functions of the divisions.

#### DCSO SECURITY SERVICES SUCCESSION PLAN

##### The position of Security Captain

The Security Services Captain was appointed and granted authority by the Sheriff.

##### The position of Security Lieutenant

Security Lieutenants are appointed by the Sheriff

Succession: In the absence of the Security Captain, the senior Lieutenant will take over command. The Lieutenant shall hold the position until another successor is appointed.

Notification: The senior Lieutenant will be notified to take command in person or by telephone from the Sheriff, Chief Deputy, or Security Captain.

Authority: The successor to the position will have the same authority to delegate that the commander possessed prior to succession in order to maintain the essential-functions of the Security Services.

##### The position of Security Sergeant

Security Sergeants are appointed by the Sheriff

Succession: In the absence of the Security Lieutenant, the senior Security Sergeant will take over command. The Sergeant shall hold the position until another successor is appointed.

Notification: The senior Security Sergeant will be notified to take command in person or by telephone from the Sheriff, Chief Deputy, Security Captain, or Security Lieutenant.

Authority: The successor to the position will have the same authority to delegate that the commander possessed prior to succession in order to maintain the essential-functions of the Security Services.

Once the Orders of Succession have been established, the Deployment and Relocation section will identify the tasks each position is responsible for after implementation of the Security Services COOP. Table 1 identifies Security Services order of succession positions and contact information.

Table 1: Security Services Order of Succession

SECURITY SERVICES SUCCESSION AND CONTACT TREE					
NAME	POSITION	CONTACT NAME	CONTACT POSITION	CONTACT #1 INFO	CONTACT #2 INFO
		Chris Nygaard	Captain	(608) 219-4514	(608)960-3952
Chris Nygaard	Captain	Brian Mikula	Lieutenant	(608)316-0253	(608)575-4944
		Brian Hayes	Lieutenant	(608)220-6235	(608)770-0592
		Jon Triggs	Lieutenant	(608)216-1313	(608)225-9237
		Jeff Heil	Lieutenant	(608) 235-7854	(608) 845-9094
		Michelle DeForest	Admin Manager	(608) 225-8115	n/a
Brian Mikula	Lieutenant	Chris Reynolds	Sergeant	(608)467-8251	(608)695-1813
		Jim Schroeder	Sergeant	(608)921-7862	n/a
		Don Dudley	Sergeant	(608)770-7955	(608)770-8355
Brian Hayes	Lieutenant	Sherri Casper	Sergeant	(608)358-5702	(608)628-7018
		Mary Voeck	Sergeant	(608)225-8915	
Jon Triggs	Lieutenant	R.J. Lurquin	Sergeant	(608)354-2889	(608)635-8836
		Nick Skrepenski	Sergeant	(608)772-0603	(608)772-0602
		Mike Ziesch	Sergeant	(608) 223-9469	(608) 219-3507
		Mike Connors	Sergeant	(608) 279-3989	n/a
		Joe Cuta	Sergeant	(608) 279-0786	n/a
		Travis McPherson	Sergeant	(608) 212-8546	n/a
Jeff Heil	Lieutenant	Matt Alsaker	Sergeant	(608)444-3146	(608)849-5147
Michelle DeForest	Admin Manager	Lori Prieur	Programs	(608) 513-8877	n/a
		Chrissy Allen	Bookkeeper	(608) 335-6775	n/a

### 3) Deployment and Relocation

After the Security Services COOP has been implemented by the Sheriff or designee, relocation will begin. Relocation is the actual movement of essential-functions, personnel, records, and/or equipment to the alternate operating facilities and/or housing. Relocation also includes transferring communications (if necessary), as well as obtaining supplies and/or equipment that are needed alternate facilities and/or housing locations. Table 2 identifies the task to be performed, who is responsible for performing the task, where the task is to be relocated, how the relocation is to occur, and when it will occur (if not superseded by order of the Sheriff or Incident Commander [IC]). The specific operational procedures of Deployment and Relocation are located in the are located in the Annexes. The checklists breakdown the specific functions associated with each task.

Table 2. Deployment and Relocation

DEPLOYMENT AND RELOCATION			
TASKS	WHO	WHERE & HOW	WHEN
QUARANTINE ZONE PHASE I	Lt. Brian Mikula (PSB (3,4) and medical ) Lt. Brian Hayes (PSB dorms)		
QUARANTINE ZONE PHASE II	Lt. Brian Mikula (PSB 3&4 and medical) Lt. Brian Hayes (PSB dorms)		
JAIL POPULATION REDUCTION – JAIL DIVERSION	Lt. Brian Hayes (PSB dorms)		
JAIL POPULATION REDUCTION – P&P	Lt. Jon Triggs (P&P Liaison and CCB)		
JAIL POPULATION REDUCTION – FEDERAL INMATES	Lt. Jon Triggs (Federal Liaison and CCB )		
JAIL POPULATION REDUCTION – BOOKINGS	Lt. Brian Hayes (Booking)		
JAIL LOCKDOWN – VISITATION	Lt. Brian Hayes (SSS and Visitation)		
JAIL LOCKDOWN – PROGRAMS	Lt. Brian Mikula Programs, PSB 3&4 Admin Manager M. DeForest (program position oversight)		
JAIL LOCKDOWN – NON-ESSENTIAL VENDORS			
JAIL LOCKDOWN - ESSENTIAL VENDORS			
JAIL LOCKDOWN - TRANSPORTS	Lt. Brian Hayes (Booking)		
FOOD SUPPLY	Lt. Brian Mikula (Food Services)		

#### 4) Alternate Facilities and/or Housing

Alternate Facilities and/or Housing (Quarantine) arrangements must be designated in the event of a COVID-19 Pandemic requiring quarantine (alternative facilities and/or housing) to maintain essential-functions. Relocation sites shall be capable of supporting operations within the first 12 hours of implementation and capable of sustaining operations for up to 30 days in a threat-free environment.

Alternate Facilities should provide the immediate capability to perform essential-functions under crisis conditions. They should have sufficient space and equipment to sustain the relocating population and have interoperable communications with staff and the public. Alternative facilities need reliable logistical support, as well as services and infrastructure systems that include water/sewer, electricity, and heat. Additional considerations for sufficient alternate facilities should include appropriate physical security and access controls, and should they ensure the health, safety, and emotional well-being of relocated persons. This plan calls for population redistribution to the Ferris Center, an operational facility.

Table 3. Alternative Facility: Ferris Center

<b>ALTERNATIVE FACILITY: FERRIS CENTER</b>		
<b>ESSENTIAL FUNCTION</b>	<b>FACILITY/LOCATION</b>	<b>INFORMATION/PURPOSE</b>
Jail Safety and Security	Ferris Center	Facility designed for minimum security inmates.
Inmate Medical Needs	Ferris Center	Add medical position for increased coverage and needs.
Inmate Wellbeing	Ferris Center	Provides for Food, Water, Shelter, Hygiene-Shower, Laundry, Sanitation, and Toilets.
Record Maintenance	Ferris Center	Records management systems on site and functioning
Booking	N/A	N/A

Alternate housing (Quarantine) should provide the immediate capability to perform essential-functions under crisis conditions. They should have sufficient space and equipment to sustain the relocating population and have interoperable communications with staff and the public. Alternative internal housing needs reliable logistical support, as well as services and infrastructure systems that include water/sewer, electricity, and heat. Additional considerations for sufficient alternate housing should include appropriate physical security and access controls, and should they ensure the health, safety, and emotional well-being of relocated persons.

Table 4. Alternative Internal Housing (Quarantine)

<b>ALTERNATIVE INTERNAL HOUSING (QUARANTINE)</b>		
<b>ESSENTIAL FUNCTION</b>	<b>FACILITY/LOCATION</b>	<b>INFORMATION/PURPOSE</b>
Jail Safety and Security	PSB Male/Female Dorm	Quarantine COVID-19 Infected inmates. Provides glass barrier.
Inmate Medical Needs	PSB Medical Office	Medical proximity (adjacency) to Dorm
Inmate Wellbeing	PSB Male/Female Dorm	Provides for Food, Water, Shelter, Hygiene-Shower, Laundry, Sanitation, and Toilets.
Record Maintenance	PSB Male/Female Dorm	Records management systems on site and functioning
Booking	N/A	N/A

## 5) Communications

Interoperable communications is the ability of the current system to work with or use the parts or equipment of another system to maintain its function. To ensure interoperability of communications, DCSO has the ability to perform essential communication functions despite inoperability of its primary communications tower. The communication can be accomplished by utilizing either the Security Radio System or Field Radio System. Operating off of the Field Radio System will limit the range of communications for the Sheriff's Office as the towers do not penetrate all of the walls of the Ferris Center. The technologies available to be used during an emergency include teletype, fax, telephone, Field Radios, Internet, secure network connections, and cellular telephones.

## 6) Telecommuting

A Public Health emergency may mandate quarantine, isolation or social distancing of all persons. Telework may be a necessary solution to prevent the spread of disease. The following information supports planning for high staff absenteeism.

Telecommuting Table 5 identifies the opportunities for telecommuting that support DCSO Security Services essential-functions and social distancing practices:

Table 5. Telecommuting

TELECOMMUTING		
WHO CAN WORK FROM HOME	WHEN AND WHY:	LIST HARDWARE/ SOFTWARE NEEDED
Social Workers	Social Distancing Order by Sheriff	4 - Cellphones 4 - Entrust Cards 4 - laptops 4 - internet access
Hearings and Classification	Social Distancing Order by Sheriff	6 - Cellphones 6 - Entrust Cards 6 - laptops 6 - internet access
Project/Program Assistant	Social Distancing Order by Sheriff	1 - Cellphones 1 - Entrust Cards 1 - laptops 1 - internet access
Re-Entry Coordinator	Social Distancing Order by Sheriff	1 - Cellphones 1 - Entrust Cards 1 - laptops 1 - internet access

## 7) Mission-Critical Systems

Mission-critical systems consist of a wide range of functions and operations determined to be vital to the continued operation of DCSO Security Services. The ability to rededicate these systems, functions, and/or equipment at alternate locations in a timely manner is crucial to the safety and security of staff, inmates, and the community. The functions and operations have been identified by name and current location with alternative locations identified in the operational strategies. Table 3 and Table 4 list mission-critical systems with alternative housing and/or locations.

Table 6. Recovery Time Objective

<i>Recovery Time Objective (RTO) Matrix</i>		
Tier	Ratings	Priority
1	<b>IMMEDIATE:</b> These functions have a direct and immediate effect on the organization to ensure the safety of individuals and protect property. These functions must be established within the first 12 hours up to 24 hours.	0-12 up to 24 hours
2	<b>CRITICAL:</b> These functions can be delayed until Tier 1 functions are restored but must be operational within 72 hours.	24-72 hours
3	<b>NECESSARY:</b> These functions can be delayed until Tier 1 and Tier 2 functions are restored but must be operational within 1 week.	72 hours-1 week
4	<b>IMPORTANT:</b> These functions can be delayed until Tier 1, Tier 2, and Tier 3 functions are restored but must be established within 30 days.	1 week-30 days

Table 7. DCSO Security Services Mission Essential Functions

DCSO SECURITY SERVICES MISSION ESSENTIAL FUNCTIONS	
ESSENTIAL FUNCTION	OPERATIONAL STRATEGY
Jail Safety and Security	Prevent unlawful entry and exit from facility; ensure safety of staff, inmates, others within the facility, and public.
Inmate Medical Needs	Ensure adequate medical services are available; quarantine infectious individuals
Inmate Wellbeing	Food, Water, Shelter, Hygiene-Shower, Laundry, Sanitation, and Toilets.
Record Maintenance	Document justice involved individuals entry, location, events, and exit from the facility
Booking	Ensure lawful entry and incarceration; medically screened

## 8) Files, Records, and Databases

The Sheriff’s Office is responsible for identifying, protecting, and having readily availability electronic and/or hard-copy documents, references, records, and information systems needed to support essential-functions under any type of emergency. To ensure records and files are not lost in an emergency, there must be up-to- date duplicate hard copies of records and all electronic files need to be backed up regularly. Backups and duplicates should be kept in a location different than the original files and records. Records will fall into two categories: emergency operating records, and legal & financial records. DCSO Support Services Division is responsible for maintaining effective IT solutions that are stable, secure and efficient.

Emergency operating records (EOR) are defined as vital records essential to the continued functioning of the office during and after an emergency. These records include: emergency plans and directives, orders of succession, delegations of authority, staffing assignments, and related records of a policy or procedural nature that provide staff with guidance and resources necessary for conducting operations during an emergency. They are also imperative in resuming formal operations at the conclusion of the emergency.

Legal and financial records (LFR) are defined as vital records critical to carrying out the office’s essential legal and financial functions and activities, as well as protecting the legal and financial rights of individuals directly affected by Sheriff’s Office activities. These records have such high value that their loss would significantly impair the conduct of essential agency functions, having an effect on the legal or financial rights or entitlements of the office, staff, and the public.

Table 8. Security Vital Files, Records, and Databases

SECURITY FILES, RECORDS, AND DATABASES (FRD)			
FRD	FORM OF RECORD	MOVED TO	BACKED UP AT
SPILLMAN	Computerized Record Management System	N/A	Local and Cloud Storage
CBM	Cash accounting software	N/A	Cloud Storage
GOV Pay	Bail accounting software	N/A	Cloud Storage
GTL	Digital communication via tablet and software	N/A	Cloud Storage
ICS	Digital phone system recordings and software	N/A	Local and Cloud Storage

## 9) Reconstitution

Reconstitution is the process of returning to normal DCSO Security Building Operations. Reconstitution includes: (1) determining if the primary facility or long-term temporary facility is suitable for operations, (2) scheduling orderly return, (3) transferring vital records, (4) transferring communications, and (5) notifying all employees. A reconstitution plan has been developed in order for operations to return to normal as soon as possible. Prior to DCSO Security Services reconstitution, the structural integrity and/or level of contamination will need to be professional assessed.

Table 9. DCSO Security Services Reconstitution

<b>DCSO SECURITY SERVICES RECONSTITUTION</b>			
<b>TASKS</b>	<b>WHO</b>	<b>WHERE &amp; HOW</b>	<b>WHEN</b>
determining if the primary facility or long-term temporary facility is suitable for operations	Security Captain	Meeting with Sheriff	Sheriff has declared return to normal functions
scheduling orderly return	Security Captain	Meeting with Sheriff	Sheriff has declared return to normal functions
Transferring any records moved	Security Captain	Meeting with Sheriff	Sheriff has declared return to normal functions
transferring any communications moved	Security Captain	Meeting with Sheriff	Sheriff has declared return to normal functions
notifying all employees	Sheriff	Meeting with Sheriff	Sheriff has declared return to normal functions

## 10) Delegation of Authority

If an authority figure responsible for a task or decision listed throughout this document is unavailable to act, a pre-established Delegation of Authority table has been created to quickly identify the authority of the successor (Table 1). Delegation of authority is the process of determining, before the emergency, which individuals or divisions are responsible for making critical decisions and the limitations of that authority. The pre-determined Delegations of Authority will take effect only when the normal authority is rendered unavailable, and the delegated authority will terminate when normal authority is resumed. The Delegation of Authority as explained in Table 6 ensures a rapid response during any emergency that requires COOP implementation and specifies the activities of those who are authorized to act on behalf of the Sheriff's Office. It is essential that officials who may be expected to assume authority in an emergency are trained to carry out their emergency duties.

Delegations of Authority are designed to: (1) identify circumstances under which the authorities would be exercised, (2) document the necessary authorities at all points where emergency actions may be required; detailing the limits of authority and accountability, (3) state the authority of designated successors to exercise direction and the successor's authority to re-dedicate functions and activities as appropriate, and (4) indicate the circumstances under which delegated authorities would become effective, and when they terminate. As noted in Table 6, each successor will have the same authority to rededicate functions and services as their predecessor.

Table 10. DCSO Security Services Reconstitution Tasks

<b>DCSO SECURITY RECONSTITUTION TASKS</b>			
<b>TASKS</b>	<b>WHO</b>	<b>WHERE &amp; HOW</b>	<b>WHEN</b>
<b>QUARANTINE ZONE PHASE I</b>	Lt. Brian Mikula (PSB (3,4) and medical ) Lt. Brian Hayes (PSB dorms)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>QUARANTINE ZONE PHASE II</b>	Lt. Brian Mikula (PSB 3&4 and medical) Lt. Brian Hayes (PSB dorms)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL POPULATION REDUCTION – JAIL DIVERSION</b>	Lt. Brian Hayes (PSB dorms)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL POPULATION REDUCTION – P&amp;P</b>	Lt. Jon Triggs (P&P Liaison and CCB)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL POPULATION REDUCTION – FEDERAL INMATES</b>	Lt. Jon Triggs (Federal Liaison and CCB)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL POPULATION REDUCTION – BOOKINGS</b>	Lt. Brian Hayes (Booking)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL LOCKDOWN – VISITATION</b>	Lt. Brian Hayes (SSS and Visitation)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL LOCKDOWN – PROGRAMS</b>	Lt. Brian Mikula (Programs, PSB 3&4) Admin Manager M. DeForest (program position oversight)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL LOCKDOWN – NON-ESSENTIAL VENDORS</b>		Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL LOCKDOWN - ESSENTIAL VENDORS</b>		Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>JAIL LOCKDOWN - TRANSPORTS</b>	Lt. Brian Hayes (Booking)	Verbal notification from Security Services Captain	Following order of Sheriff after Public Health Consultation
<b>FOOD SUPPLY</b>	Lt. Brian Mikula (Food Services)	Verbal notification from Security Services Captain	Security Services Food Supply Restored

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## OPERATIONS

The following section will identify how and when the Continuity of Operations Plan will be activated and address Sheriff's Office operations thereafter. Coordination is necessary between federal, state, and local emergency management agencies and the Sheriff's Office to ensure a timely and appropriate response to a large-scale, long-term emergency. It is important to identify how, when, and under what circumstances the Sheriff's Office may be forced to respond to a large-scale emergency. For the "Pandemic COVID-19" of the Security Services COOP, the circumstances that lead to implementation of the Security Services COOP are in response to a pandemic event. The Decision to Alert section can be tailored to fit any number of emergencies that may require Continuity of Operations Plan implementation, but this version it will address a "Pandemic COVID-19" event.

In recognizing that there will be many unknowns when responding to a large-scale emergency, some assumptions need to be established to develop the framework for the county's response. It will be assumed that there will still be access to electricity, drinking water, transportation (buses, patrol vehicles, fuel), telephone service, network connections, and telecommunication infrastructure (towers, operational radios). It is also assumed that there has been no structural damage to any of the alternate operations locations, and retail food services (grocery stores and restaurants) are also still available. The circumstances before, during, and after an emergency may cause the Sheriff's Office to deviate from the operational strategies and tactical plans set forth throughout the Operations stage because managers are forced to act in response to the situations they encounter which may not have been anticipated during planning.

### 1) Decision to Alert

The World Health Organization recognizes that pandemic events, occur relatively slow over time as they tend to spread between animals before the disease is fully transmittable to and between humans. Thus, throughout the time when pandemic coronavirus is progressing through the stages of "inter-pandemic period", "pandemic alert period", and "pandemic period", the Sheriff or designee will be alerted to changes in the status of the outbreak through e-mails sent by the Dane Emergency Management Office.

Once an outbreak has reached the "Pandemic Period" (the point when the disease is transmittable between humans) and has the potential to impact Wisconsin residence, the Wisconsin Department of Public Health (WDPH) is responsible for notifying the Dane County Health Department who will, in turn, notify the Dane County Emergency Operations Center who would then be responsible for determining if a public health emergency meeting needs to be held and for facilitating the meeting. The meeting is designed to disseminate information and, if necessary, coordinate response efforts. If a public health meeting is to be held, the Dane County Emergency Management Office will be notified of the meeting via cell phone, and e-mail. Once notified, the Office of Emergency Management will notify the Sheriff or designee about the meeting by phone and/or e-mail. At the meeting, the information from public health officials will be presented and attendees will evaluate the extent of the incident and its possible impact on DCSO.

After the Sheriff or designee attends the public health meeting, the Sheriff will then decide if a Security Services response meeting is necessary. If the meeting is going to be held, the Sheriff or designee will meet with the Security Command Staff. At the meeting, the information from public health officials will be presented and attendees will evaluate the extent of the incident and its possible impact on Sheriff's Office Security Services.

### 2) Decision to Implement

At the Security Services response meeting, the decision can be made to initiate the Security Services COOP, a lesser involving response plan, or delay action until more information is available. As previously stated, pandemic events often occur over time and the decision to implement the Security Services COOP may be delayed as information develops. The Sheriff will make the decision whether or not to initiate the COOP.

- The Sheriff's decision to implement the Security Services COOP should occur when facilities and/or leadership have been, or will likely become, disrupted for a prolonged period of time to the extent that essential-functions could not be provided.

If the decision is made to delay action, the Sheriff can delegate the responsibility of monitoring the situation through consistent interaction with the Dane County Emergency Management Office.

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### 3) PHASE I-Activation and Relocation (0-12 hours from activation)

Once the decision has been made to initiate the Security Services COOP, the activation and relocation phase begins. The media and public will be notified of the event and implementation of the Security Services COOP from the Public Information Officer (PIO) from either DCSO, and/or Wisconsin Department of Public Health. The Sheriff's Office does not have the primary responsibility of disseminating information but may assist in the process. The Sheriff's Office PIO will be responsible for notifying the public if jail operations will be relocated (not advising them of the location) and that visitation will be suspended until further notice.

Once the decision has been made to implement the Security Services COOP, the Sheriff or designee must then decide if partial or full deployment of operations is necessary. If it is declared that a full deployment is necessary, meaning that the operation of essential-functions must be preserved, the Security Captain will be responsible for executing the plan and initiating alternate the operations within the facilities.

#### a) Operations

Responsibilities: Alternative Facilities, Housing (Quarantine), and Operations

To facilitate these responsibilities Security Captain will utilize their division "Relocation Checklist" During full deployment, all tasks on the checklist must be performed within 12 hours. The decision to implement full deployment will occur in the rare instance when DCSO Security Services facilities are deemed inoperable or entirely contaminated.

If the nature of the emergency only requires partial deployment, meaning the relocation of one but not all essential-functions is necessary, the decision to perform the tasks listed on each division's "Relocation Checklist" will be made at the discretion of the incident commander (see Succession Plan), Security Captain or the authority listed on the Deployment and Relocation in Table 2. Partial deployment may occur over an extended period of time as the nature of the emergency progresses.

Regardless of whether full or partial deployment of the Security Services COOP is declared, the Security Captain or designee is responsible for addressing the following topics within the first 12 hours of implementation:

- Each position will be responsible for contacting the manager of their pre-determined facility location or responsibility.
- That conversation should inform the facility manager of the Security Services COOP implementation and the needs of the activated plans. It should also ensure utilities are still intact (phones, electricity, water/sewer, and heat), identify any other potential problems and, if known, advise them of the specific time when the needs of the plans are required.
- Ordering additional supplies and/or equipment, as needed. The division should already have a list of supplies and/or equipment to facilitate the transition to another facility and/or location to conduct operations at that facility and/or location.
- It is the responsibility of the Security Captain to delegate the acquisition of the needed supplies prior to completing the transition to the alternate facility and/or location. The DCSO Administrative Division will be responsible for activating additional personnel, as needed.

#### b) Operation Strategies

Operation: Facility Lockdown

During a pandemic, DCSO Security Services can protect essential-functions of the jail by initiating a facility lockdown.

- The decision to lockdown may be precluded by the local health boards order to quarantine.
- In the event of a facility lockdown, only essential staff, contractors, and services providers will be allowed to enter or exit the facility except by order of the Sheriff, Jail Administrator, or incident commander, or until the order to quarantine has been lifted.
- Facility lockdown should provide the immediate capability to perform essential-functions under crisis conditions. Facility lockdown affected functions need logistical planning and communication.

- Annex E contains the Operation Strategy-Lockdown Task List

Incorporated into the lockdown operations strategies are a number of considerations (table 11).

Table 11. Lockdown Considerations

<b>Lockdown Considerations</b>
All personnel entering facility or containment areas will wear appropriate personal protective equipment, such as gowns, gloves and masks.
Limit points of entry to facility
Limit visitors to those essential for facility support.
Screen all persons entering the facility for fever and respiratory symptoms
Implement system for detecting and reporting signs and symptoms of staff reporting for duty
Symptomatic employees will be screened regarding fit for duty
Entry logs will be at all facility entrances to document all who enter the unit
Personnel assigned to combined patient care units should not float to other areas
If transportation of symptomatic person is necessary, have individual wear mask to contain respiratory secretions
Consider canceling events at the facility where many people come together
Restrict/limit movements of incarcerated individuals to reduce the possibility of additional exposures
Limit or suspend programming (such as: education, self-help, industries, work programs, and volunteer programs)
Transfers from county to state facilities when residents are symptomatic should be limited, prudent, and reviewed by receiving facilities medical team
Facility tours should be suspended

Operation: Quarantine Zone(s)

During a pandemic, DCSO Security Services can protect essential-functions of the jail by designating quarantine zones to mitigate the spread of COVID-19.

- Contracted medical services (Wellpath) and Security Services will collaborate to establish quarantine zones and procedures.
- Annex B contains Operation Strategy- Quarantine Maps
- Annex C contains Operation Strategy- Quarantine Tasks

Incorporated into the quarantine operations strategies are a number of considerations (table 12).

Table 12. Quarantine Considerations

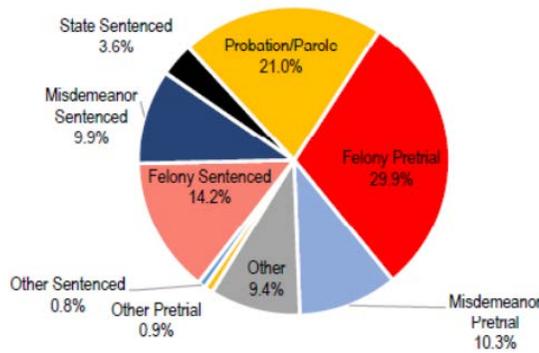
<b>Quarantine Considerations</b>
A plan for implementing respiratory hygiene throughout the facility
A procedure for when staff should use personal protective equipment (PPE) for inmates or new arrests with symptoms of respiratory infection.
A plan for grouping symptomatic inmates using one or more of the following strategies: <ul style="list-style-type: none"> <li>o Confining symptomatic inmates and exposed roommates to their rooms.</li> <li>o Placing symptomatic inmates together in one area of the facility.</li> <li>o Closing units for cleaning where symptomatic and asymptomatic residents reside.</li> <li>o Assigning staff on either affected or non-affected units to prevent transmission between units.</li> <li>o Cleaning and disinfecting frequently touched surfaces with EPA-registered disinfectant with a label indicating effectiveness against human coronavirus or emerging viral pathogens.</li> </ul>
If single room is not available, combine laboratory-confirmed incarcerated individuals
Educate incarcerated individuals and staff on infection control measures

Facilities should utilize pre-designated isolation/quarantine areas for affected incarcerated individuals to be housed
Cellmates of sick individuals will be isolated until it is determined that those individuals are free of COVID-19 symptoms
Restrict/limit movements of incarcerated individuals to reduce the possibility of additional exposures
If feasible, maintain incoming incarcerated individuals in a designated isolation unit for 14 days prior to release into the general population
Arrange appropriate aftercare for incarcerated individuals who are sick and scheduled for release in collaboration with their local health department

Operation: Jail Population Reduction

During a pandemic, DCSO Security Services can protect essential-functions of the jail by reducing the jail population thereby assisting with quarantine zone commitments and/or staff shortages. This strategy requires collaboration with DCSO partners that create solutions that both protect the essential-functions of the jail and public safety. Considering Dane the Dane County Jail Average Daily Population (ADP) by judicial status and offense severity, opportunities (Figure 1), opportunities to reduce the jail population are presented. These operational strategies are located in Annex D.

Figure 1. Population ADP By Judicial Status and Offense Severity (2018)



- Jail Diversion- Jail Diversion and Security Services Administration should screen sentenced work release jail population for opportunities (administrative overrides and/or risk assessment criteria adjustments) to enroll additional inmates in order to reduce the jail population.
- Probation and Parole Hold – Probation and Parole should be contacted to look at dropping holds or relocating holds to another facility. Probation and Parole should also be requested to be judicious in future hold decisions to assist with reducing the jail population.
- Federal Inmate Housing Reduction – Federal should be considered for relocation to other correctional facilities to reduce the jail population.
- Limit Bookings – Dane County Law Enforcement agency leaders should be contacted to encourage officers to consider alternatives to arrest (using citations instead of arrests, considering lower charge for offenses that don't threaten public safety, etc.) to assist with reducing the jail population.
- Collaborate with Court – Reach out to Pretrial Services and Courts for bail monitoring of current inmates, bail adjustments, and rescheduled (post pandemic) report dates for sentence.

- 
- Court Orders – Work with the court to release certain inmates. Depending on the state of housing and security capabilities of the jail, the Sheriff or successor may obtain court orders allowing for the release of certain inmates. A Memorandum of Understanding (MOU) between the Sheriff and Court is located in Annex (J) has been created to explain the need for an emergency court ordered release of inmates. Signatures from the Sheriff and the Senior Resident District Court Judge acknowledge that both the Court and Sheriff have come to an understanding of what will be expected from both groups during an emergency. A draft of the release order, which needs to be signed by the Sheriff, Jail Administrator, or successor and the Senior Resident District Court Judge will accompany the MOU. The order will specify who is to be released and what the conditions of the release are. A draft of the court order is also in Annex (J). Releasing a number of inmates during an emergency can reduce the strain that will be placed on staff during quarantine space limitations and staff shortages. The Security Services Captain or designee is responsible for identifying which inmates should be requested to be released by the Court to maintain essential-functions. Having a pre-established document asking for court ordered release of certain inmates during an emergency will expedite the jail population reduction process. It should also lessen tension on the Courts during the emergency as they will be aware of the Sheriff's Offices' intent to ask for the order.

#### Operation: Prevention and Mitigation

During a pandemic, DCSO Security Services can protect essential-functions of the jail by taking steps to reduce the chance of staff and inmate exposure to COVID-19.

- Video Initial Appearance (IA) Court-Setting up video feeds for IA Court reduces exposure and movement in the jail.
- Video Probation and Parole Revocation Hearings - Setting up video feeds for Probation and Parole Revocation Hearings reduces exposure and movement in the jail.
- See Annex G

#### Operation: Staff Minimums

During a pandemic, DCSO Security Services can protect essential-functions of the jail during staff shortages by establishing staff minimums to only replaceable positions (Staff Absenteeism Plan). See Annex H.

#### Operation: Food Supply

During a pandemic, DCSO Security Services can protect essential-functions of the jail food supply by arranging food supply resources if the jail's primary supply is interrupted or suspended. The jail currently has a 3 days reserve; the reserve preparation food supply should have the capacity for 30 days. See Annex F.

#### **c) Transition**

Once the above tasks have been addressed using the Checklists (located in the Annexes) in conjunction with the Deployment and Relocation, Mission-Critical Systems, and Vital Records guidelines, all the operations, records, and systems that are to be relocated should be addressed. Each table specifies who is responsible for each task during relocation. The relocation of systems and records will be facilitated by the staff listed in the tables utilizing the identified resources. The relocation of inmates will be conducted and consistent with DCSO Policy and Procedures.

## **4) PHASE II-Alternate Operations and Housing (12 hours to termination)**

### **a) Alternative Facilities and/or Housing**

As previously stated, the alternative facilities and/or housing must be capable of supporting operations within the first 12 hours of implementation and capable of sustaining operations for up to 30 days. Once at the alternative facilities and/or housing, the performance of essential-functions must commence as soon as possible. To ensure fast resumption of essential-functions, access to mission-critical systems must be established. The DCSO Information Technology Department will be utilized to ensure the systems are operational and can handle potentially heavier demand (tablets using bandwidth) on services.

DCSO Security Services essential-functions fall under five headings as follows: The essential-functions of DCSO Security Services are: (1) Jail Safety and Security, (2) Inmate Medical Needs, (3) Inmate, (4) Record Maintenance, and (5) Booking. The essential-functions are numbered however the preservation of life supersedes all other functions during an emergency. The essential-functions maintain public safety by ensuring the most dangerous offenders remain in custody; the well-being of those in custody is taken care; inmates receive caloric intake; and medical treatment.

**b) Essential-Functions Operations at Alternative Facilities and/or Housing**

The essential-functions, operational strategies, and tactical plans have been established and prioritized based on both legal responsibilities of the Office of Sheriff as identified in Wisconsin Department of Corrections Code 350, and the policies and procedures of DCSO. It must be recognized that the order in which the operational strategies and tactical plans are prioritized in each of the tables can be changed based on the dynamics of the emergency.

Table 13. DCSO Security Services Mission Essential Functions

<b>DCSO SECURITY SERVICES MISSION ESSENTIAL FUNCTIONS</b>	
<b>ESSENTIAL FUNCTION</b>	<b>OPERATIONAL STRATEGY</b>
Jail Safety and Security	Prevent unlawful entry and exit from facility; ensure safety of staff, inmates, others within the facility, and public.
Inmate Medical Needs	Ensure adequate medical services are available; quarantine infectious individuals
Inmate Wellbeing	Food, Water, Shelter, Hygiene-Shower, Laundry, Sanitation, and Toilets.
Record Maintenance	Document justice involved individuals entry, location, events, and exit from the facility
Booking	Ensure lawful entry and incarceration; medically screened

Elements that Affect Essential-Functions

- Staff Shortages - The DCSO COOP will address staff work schedules and compensation, hours of work, time-off, additional staff support, logistical support, discipline and liability, and education and training as these issues have a significant impact on the Sheriff’s Office’s ability to perform essential-functions during an emergency. It will address work schedules, compensation, and hours of work that in the event of a large-scale, long-term emergency extended work hours and increased levels of staff may become necessary to sustain the essential-functions of the office. While maintaining operations during Security Services COOP implementation, staff will work their assigned hours unless:
  - (1) Extended shift hours have been implemented (i.e. 12 hours shifts), or staff is ordered to remain on-duty by their supervisor until relief is available. According to the contract between the Sheriff’s Office and the Wisconsin Professional Police Association.
  - (2) Hours have been adjusted to accommodate operational customizations such as remote work sites (ex. working from home).
- New Procedures - After implementation of the DCSO Security Services COOP; the DCSO Policy and Procedures, Code of Conduct, etc. will remain as they were prior to the emergency. The DCSO Vision, Mission, and Core Values will guide staff during the emergency. All efforts will be made to educate staff on new procedures.
- Staff Training and Preparedness -The liability issues associated with asking successors to assume command in the event of an emergency have been evaluated. The Sheriff’s Office recognizes that in order to ask staff to perform a task as great as commanding a division or even the entire Sheriff’s Office in the event of sudden and unexpected succession, that staff must be made aware of the order of succession and trained to act accordingly. This is the reason that the order and conditions of ~~succession were described in such detail, and why the issue of staff training has been addressed multiple times.~~

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- DCSO Contracts - Logistical support for maintaining Sheriff's Office essential-functions includes the utilization of existing contracts with service providers.

## **5) PHASE III-Reconstitution (Termination and return to normal operations)**

### **a) Reconstitution**

Reconstitution is the process of returning to normal DCSO Security Building Operations. Reconstitution includes: (1) determining if the facility is suitable for operations, (2) scheduling orderly return, (3) transferring vital records, (4) transferring communications, and (5) notifying all employees. A reconstitution plan has been developed in order for operations to return to normal as soon as possible.

Reconstitution must be prioritized to ensure the most volatile essential-functions are reconstituted first. Due to the risk involved with detaining inmates at an alternate facilities and/or locations not designed (quarantine zones) for the intended use, it is most important to reconstitute Security Services as a priority among other DCSO Divisions.

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## PLAN MAINTENANCE

### 1) Multi-Year Strategy and Program Management Plan (MYPMP)

It is the short-term objective of the Dane County Sheriff's Office to create an operational Security Services COOP by March 2020; capable of maintaining essential DCSO Security Services operations during a large-scale, long-term emergency. It is the long-term goal of the Sheriff's Office to monitor and continually update the COOP to identify and address deficiencies, as well as evaluate opportunities for plan development and progression. The Dane County Sheriff's Office plans to develop and maintain working relationships with both external and internal partners. It is also a long-term goal to ensure cohesion of the DCSO Continuity of Operations Plan with local, state, and federal emergency management plans.

DCSO plans to dedicate personnel to review, update, and continue development of Continuity of Operations planning. The individual or team will track facilities in the community that meet the Sheriff's Office's needs for temporary operation sites, such as vacant buildings with significant infrastructure. The individual or team will act as a liaison between the Sheriff's Office and the Emergency Management Office to continually assess threats to Sheriff's Office operations and address preparedness considerations.

DCSO is also dedicated to training, testing, and conducting exercises that are designed to practice the plan and identify its weaknesses. The trainings will include: individual and team training of agency personnel, internal agency testing and exercising of COOP plans and procedures, testing the alert and notification processes, refresher orientation for COOP personnel, and joint interagency exercising of COOP plans.

DCSO will monitor the accomplishments of the plan. To achieve this, records will be kept of plan revisions and amendments as well as detailed accounts of training sessions. Records pertaining to attendance, topics, and practical application will be maintained to ensure the appropriate personnel have received adequate training. All Sheriff's Office staff will have access to an electronic copy of the COOP located in the network H drive. An evaluation sheet will accompany the plan on the H drive and staff will be asked to periodically evaluate it to provide suggestions for plan improvement.

### 2) Planning Responsibilities

COOP planning responsibilities are vital in implementing, practicing, and updating the information within this document. This section specifies the responsibilities of each staff position involved in the planning and upkeep of the COOP (table 14).

Table 14. Maintenance Planning Responsibilities

PLANNING MAINTENANCE RESPONSIBILITIES	
RESPONSIBILITY	POSITION
Maintain and Update Employee Database	Administrative Services
COOP Plan Testing	Security Services
COOP Plan Update	Security Services

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## ANNEXES

- A: Security Services Telecommuting (work from home) – Identified Staff and Equipment Needs**
- B: Operation Strategy-Establish Quarantine Zone-Maps**
- C: Operation Strategy-Establish Quarantine Zone-Task List**
- D: Operation Strategy-Jail Population Reduction-Task List**
- E: Operation Strategy- Jail Lockdown-Task List**
- F: Operation Strategy – Food Supply – Task List**
- G: Operation Strategy-Prevention and Mitigation-Task List**
- H: Operation Strategy-Security Services Mass Absenteeism Plan**
- I: Security Services Telephone/Fax Directory**
- J: Additional Documents**
- K: Security Services Resource List**
- L: References**

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**Annex A: Security Services Telecommuting-Identified Staff and Equipment Needs**

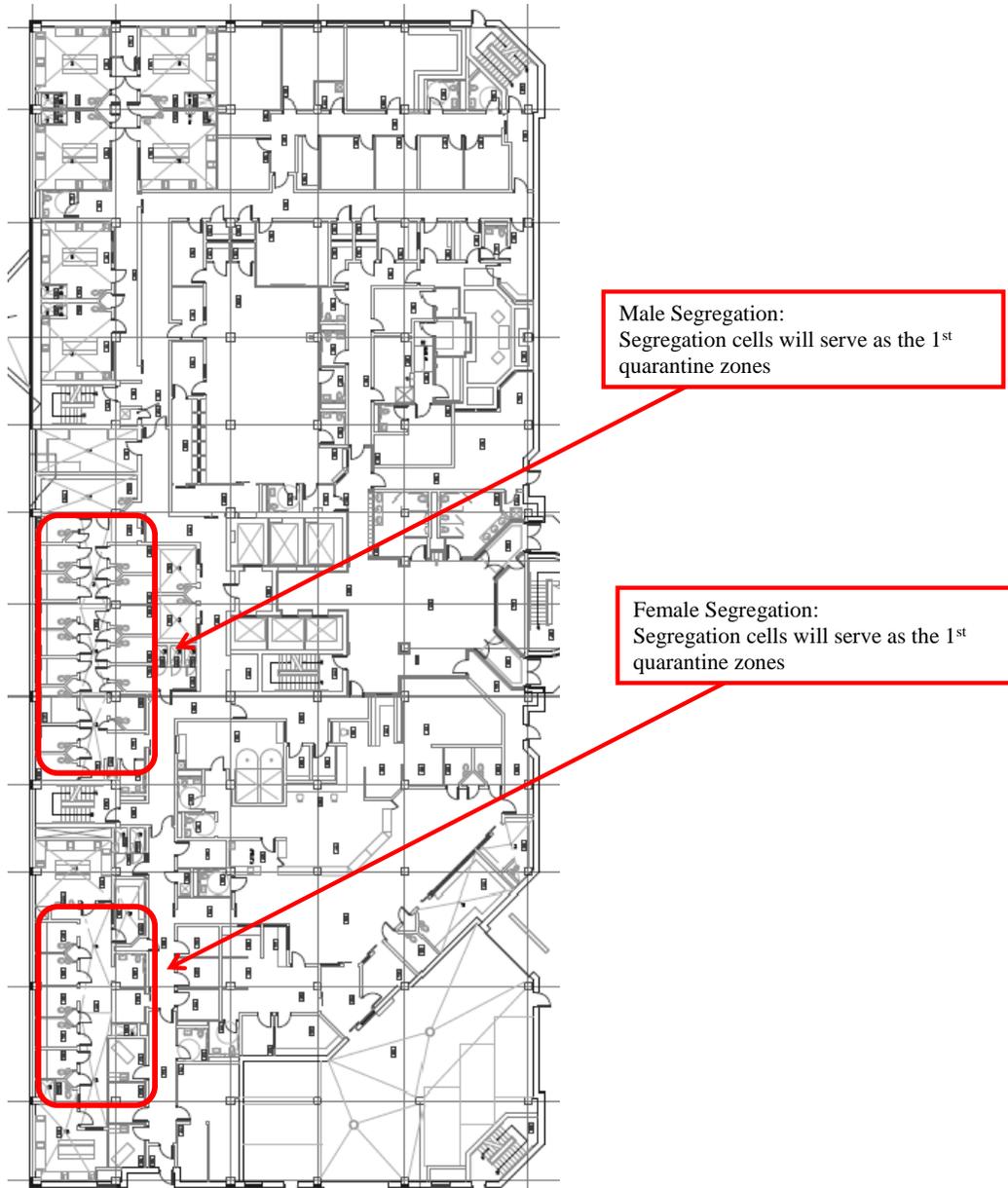
**SECURITY SERVICES WORK FROM HOME EQUIPMENT REQUESTS**

LAST NAME	FIRST NAME	NEED ENTRUST CARD	NEED LAP TOP	NEED CELL PHONE	PRINTER/SCANNER
WICIK	JUSTIN	X	X	X	
DIRING	TINA	X	X	X	
GOVE	KATIE	X	X	X	
KUNDERT	KARIANNE	X	X	X	
MCCHESNEY	STACI	X	X	X	
ROBERTS	TRACI	X	X	X	
STONER	MEAGAN	X	X	X	
PRIEUR	LORI	X	X	X	
HAYES	KELSEY	X	X	X	
KARNS	CHELSEA	X	X	X	
BREUMMER	RILEY	X	X	X	
PHILLIPS	JOSH	X	X	X	
MONTGOMERY	LYNN			X	
DAUL	KARI			X	
WAMPOLE-MACIEJESKI	SARAH				X

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**Annex B: Operation Strategy-Establish Quarantine Zone-Maps**

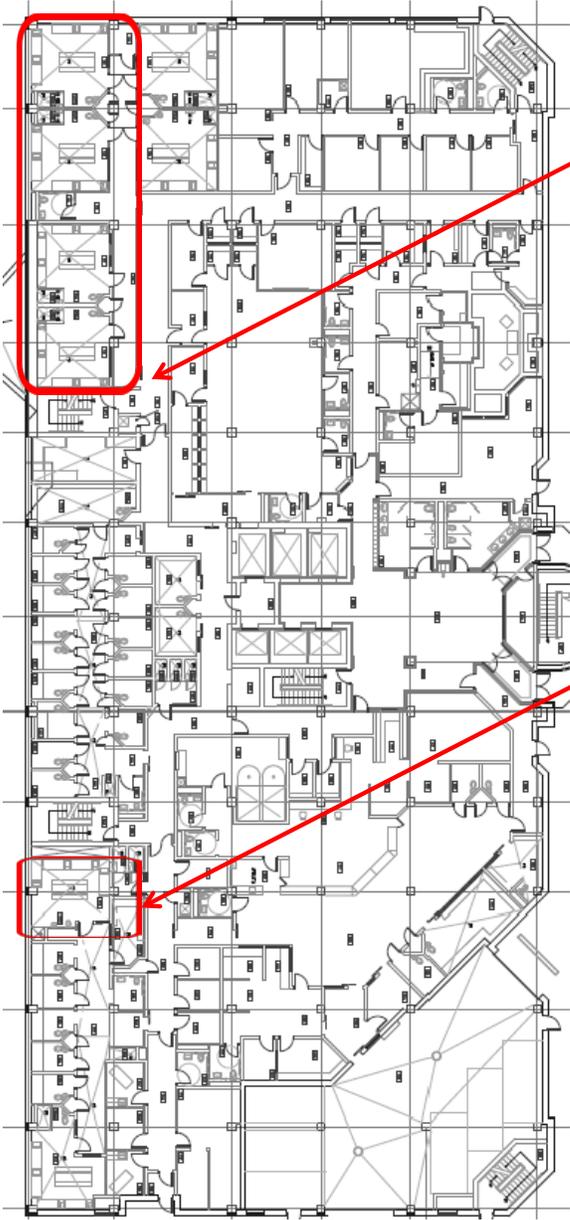
**Public Safety Building 1<sup>st</sup> Floor Phase I:**



**Public Safety Building 1<sup>st</sup> Floor Phase II:**

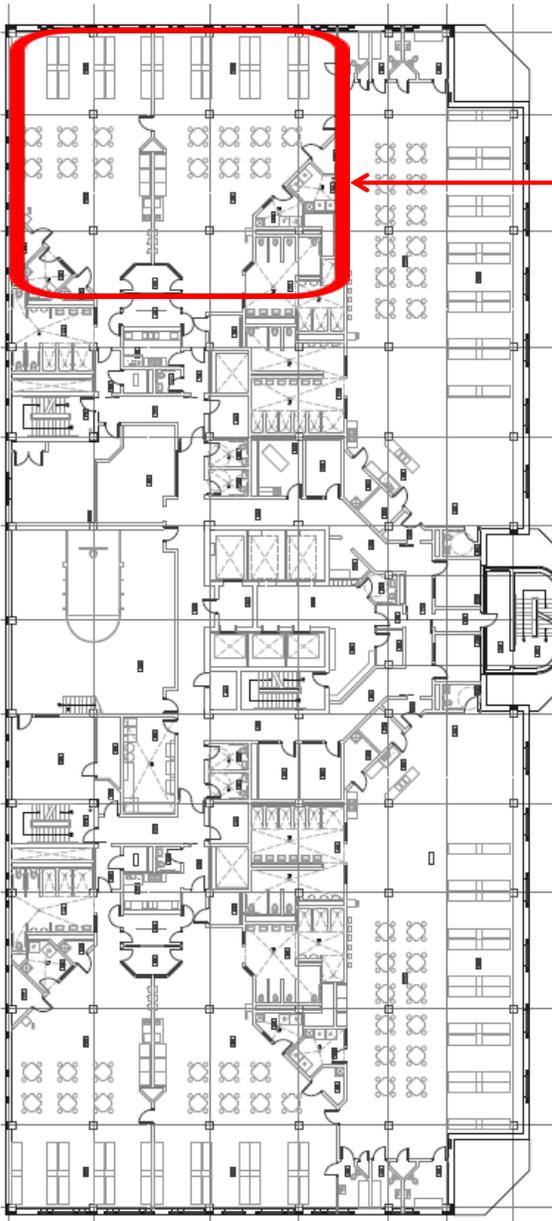
Male Dorm:  
Dorm(s) will serve as the 2nd quarantine zone(s) when segregation space no longer sustainable

Female Dorms:  
Dorm(s) will serve as the 2nd quarantine zone(s) when segregation space no longer sustainable



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**Public Safety Building 4th Floor Phase III:**



POD 4 G/I:  
Pod 4 G/I will serve as phase III of the quarantine zone(s) when dorm space is no longer sustainable

**Annex C: Operation Strategy-Establish Quarantine Zone-Task List**

**Operation Strategy: Establish Quarantine Zone Phase I- PSB Segregation:**

Quarantine Zone Phase I PSB Segregation – If an inmate (housed in the facility) has symptoms or tests positive for COVID-19, segregation (male and/or female) will serve as a quarantine zone.

OPERATIONAL STRATEGY:		Establish Quarantine Phase 1 = Segregation (Male & Female)			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Move any inmates cleared to move out of Male or Female Segregation	Jail Medical and or Jail Mental Health Staff	Request made by Male or Female Segregation Deputy		
	Thoroughly clean cell or cells	Inmate Workers	Use current cleaning supplies	Segregation Area	Standard cleaning Equipment
	Equip Segregation Area with PPEs	First Floor Jail Sgt	Retrieve from Security Services Supply Cage		N95 masks, protective cover wear, eye protection, gloves, impervious aprons, biohazard bags, disinfectant wipes, Purell
	Coordinate with Nursing Staff on length of isolation	First Floor Jail Sgt and Jail Medical Staff	Face to face and e-mail		
	Determine if staff assigned to Segregation need to be isolated after each shift or continue to work the location	Jail Admin Dane Public Health	Review of current guidelines		

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Establish Quarantine Zone Phase II- PSB Dorms:**

Quarantine Zone Phase II PSB Dorms – If an inmate (housed in the facility) tests positive for norovirus, dorm (male and/or female) will serve as a quarantine zone.

OPERATIONAL STRATEGY:		Establish Quarantine Phase II = Dorms (Male & Female)			
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√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Notify Classifications	Jonathan Triggs (once instructed by division captain) R.J. Lurquin (Backup)	Classification will staff one member to look at jail population at the end of day to determine space needs and if necessary activate movement of inmates as needed.	Hearing and class offices or at home utilizing computers with access to personal desktops through the use of "bingo" cards.	Computers and cellphones with internet access to connect2dane.
	Notify Medical	Brian Mikula Brian Hayes			
	Move 3C Hubers to the Ferris Center A&C wings.	Chris Reynolds Brad Lindsley			
	Move 3E to 4G.	Classification Chris Reynolds	Classification will instruct staff on which inmates can be moved.		Computers and cellphones with internet access to personal desktop.
	3C/E becomes Male Dorm.	Classification Medical staff (assisting)	Classification will instruct staff on necessary movement of inmates to new dorm area through housing analysis and classification member onsite.		Computers and cellphones with internet access to personal desktop.
	Move 3H to Ferris Center B wing.	Chris Reynolds Brad Lindsley Classification	Classification will instruct staff on necessary movement of inmates to new dorm area through housing analysis and classification member onsite.		
	Assign female deputy to the Ferris Center.	Nick Skrepenski Scheduling	Sergeant or scheduling will assign female deputy to Ferris Center if females are moved to		

			accommodate space in other areas.		
	3G will become Female Housing	Classification	Classification will instruct staff on necessary movement of inmates to new dorm area through housing analysis and classification member onsite.		Computers and cellphones with internet access to connect2dane.
	Order and Stock for COVID Isolation Areas	S3 Supply			N95 masks, protective cover wear, eye protection, gloves, impervious aprons, biohazard bags, disinfectant wipes, Purell

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Establish Quarantine Zone Phase III – PSB Split POD:**

Quarantine Zone Phase II PSB Split POD - If space becomes an issue in male dorm, a split pod will serve as another quarantine zone.

OPERATIONAL STRATEGY:		Establish Quarantine Phase II = Split POD			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	4 G/I will become COVID isolation.	Chris Reynolds Medical Classification	Classification and medical will determine the need to move inmates to housing unit if extra isolation is necessary due to possible exposure.		N95 masks, protective cover wear, eye protection, gloves, impervious aprons, biohazard bags, disinfectant wipes, Purell

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√ = Check off the task when completed  
Task = Task needed to accomplish the operational strategy  
Who = Person (s) performing the task  
How = How is the task completed  
Where = Location of the task  
Equipment = Equipment needed to completed the task

## Annex D: Operation Strategy-Jail Population Reduction-Task List

### Operation Strategy: Jail Population Reduction - Jail Diversion:

Jail Population Reduction using Jail Diversion - If space becomes an issue due to quarantine zone commitments and/or staff shortages, jail diversion of inmates may be used.

OPERATIONAL STRATEGY: Jail Population Reduction – Jail Diversion					
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Phase one: Review of all Huber Inmates for Release to Home Detention	-All JDV Staff	-Review current inmate files of inmates previously denied JDV -Lower criteria based on charges, institutional history, past failures, Pre-trial Services violations -Only alcohol related crimes have Scram units (OWI's) -Victimless crimes	Ferris Center	DCSO Computers
	Phase two: Review of all Inmates for Home Detention of Min/Med status	-All JDV staff - Classification -Social Workers	-Have Pre-trial Services review/take back their inmates -Have P&P review/take back their inmates -Review of all non-Huber inmates in DCJ -Criteria of Classification for Max/Med/Min. Max inmates not considered. -Inmates must stay at residence -Only Alcohol related Crimes have Scram Units	Ferris Center/PSB	DCSO Computers
	Phase three: Review of all Max status Inmates for Home Detention	-All JDV staff - Classification -Social Workers	-No bail not considered for release -AC Status not considered until removed from AC -Inmates must stay at residence -Only Alcohol related crimes have Scram units	Ferris Center/PSB	DCSO Computers
	Jail Diversion Fees	-Huber Bookkeeper	Fees waived by order of Security Services		

		-JDV Staff	Captain		
	Equipment for Inmates (GPS/Scram)	-JDV deputies make order	Attenti has the Equipment to allow us up to 1000 GPS units if needed. Take approximately 4-7 days for delivery. Would need Scram/breath units for alcohol based offenses (OWI's) with same delivery time. Re-evaluate and re-distribute Scram units from inmates not having alcohol related crimes to those who do.	Attenti US, Inc. 1838 Gunn Hwy Odessa, Florida 33556  Scram Alcohol Monitoring Systems, Inc. 1241 West Mineral Avenue LITTLETON CO 80120	
	Equipment for JDV Staff	-Vehicle Coordinator	Have 5 take home squads with MDC's for staff to have ability to work from home.		2 more squads needed (currently have 3 assigned to JDV)
	Home Detention and Monitoring Home Detention Process by JDV staff	-JDV Deputies  -SSS	Use of DCSO computers/monitoring software, from squad computer, must also collect inmates at booking, bring to FC for equipment hook-up, then take inmate to their residence. Random in-home visits. Also, release of inmates and return of equipment	Ferris Center Office, PSB, all residences and employers of inmates.	JDV Squad, access to DCSO computers, SCRAM (Breath equipment), GPS bracelets, JDV paperwork, cellphones, telephones
	Preparing Files for Home Detention	-JDV Clerks  -Social Workers	Use of DCSO computers, telephone contact with inmates, employers, courts, records, other residents/family, other county jails/courts.	Ferris Center Office	DCSO Computer access, telephones, filing system.

		- Classification	Assigns inmate to JDV orientation class		
	Set-up for Home Detention JDV orientation class and employment/changes in schedule	-Social Worker -SSS -JDV Deputy	Social worker sets up inmates with jobs, verifies, or determines indigent, change of appointments. SSS assist with record keeping, changes in appointments/locations, payment collection. Fields calls for JDV. Any JDV deputy can assist with this and Social Workers duties.	Ferris Center Office	DCSO Computer access, telephones, filing system. Orientation classroom equipment
	Supervision of Home Detention Program	-SGT	Reviews files/behavior reviews/SGT review cases. Assists JDV staff as needed. Assists with needs of staff.	Ferris Center Office	DCSO computer access, filing system, telephone
	Other potential JDV Staff in agency or to hire as LTE's if needed	Current employees having worked in JDV or retired staff having worked in JDV	Agreement with Divisions for re-assignment. MOU for LTE in the JDV program	Security Captain or designee	
	Additional DCSO Work Units to Assist JDV	Traffic Team, MATE, Community Deputies	Staff could assist with home/compliance checks or alert checks.	Agreement w/ Field and Security Services Capt	

√ = Check off the task when completed  
Task = Task needed to accomplish the operational strategy  
Who = Person (s) performing the task  
How = How is the task completed  
Where = Location of the task  
Equipment = Equipment needed to completed the task

**Operation Strategy: Jail Population Reduction - P&P Holds:**

Jail Population Reduction P & P Holds - If space becomes an issue due to quarantine zone commitments and/or staff shortages, probation and parole inmates may need to be diverted to other facilities (state, federal, etc.) or have holds dropped by the agents.

<b>OPERATIONAL STRATEGY: Jail Population Reduction – P &amp; P Holds</b>					
<b>√</b>	<b>TASKS</b>	<b>WHO</b>	<b>HOW</b>	<b>WHERE</b>	<b>EQUIPMENT</b>
	Contact Jason Suing to explain our housing situation.	Jonathan Triggs	Continue open communication through email and telephone contact so that P & P can evaluate their holds and their reasons for them.	Public Safety Building	DCSO computer access and cell phone.
	Coordinate with Kurt and Brad (P&P Liaisons)	Jonathan Triggs Chris Reynolds	Continuity of information will be shared between P & P liaisons and P & P supervisory staff to determine which inmates can be moved or released.	Public Safety Building	DCSO computer access and cell phone.
	Assist with transportation if requested by DOC.	Jonathan Triggs Chris Reynolds Casey Den Daas	Coordinate inmate movement with required stakeholders.	Unknown locations	Van 47, Support Bus?

**Operation Strategy: Jail Population Reduction - Federal Inmate Housing Reduction:**

Jail Population Reduction Federal Inmates - If space becomes an issue due to quarantine zone commitments and/or staff shortages, Federal inmate may need to be diverted to other facilities (state, federal, etc.).

OPERATIONAL STRATEGY:		Jail Population Reduction – Federal Inmates			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Contact Lucas Balde to explain our housing situation. Updates on Federal Court dockets.	Brian Hayes	<a href="mailto:Lucas.Balde@usdoj.gov">Lucas.Balde@usdoj.gov</a> 608-661-8230-Office 608-572-0051		

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Jail Population Reduction – Limit Bookings:**

Jail Population Reduction Limit Bookings - If space becomes an issue due to quarantine zone commitments and/or staff shortages, Booking will limit the types of charges accepted into the jail.

OPERATIONAL STRATEGY:		Jail Population Reduction – Limit Bookings			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	<b>Communications with the Chief of Police.</b>	Chief			
	<b>Coordinate with the courts. Drug Court sanctions, Forthwith, To-Be. Bail hearings. Stay of sentences.</b>	Support Brian Hayes	E-mail and in person communication with Support Services Court Services Lt (Ewers-Hayes) and Presiding Judge of Dane County (Bailey-Rihn)		

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Jail Population Reduction – Rescheduled Inmate Sentence Report Dates:**

Jail Population Reduction Limit Bookings - If space becomes an issue due to quarantine zone commitments and/or staff shortages, rescheduling sentencing report dates to a later date (after pandemic) will assist lowering the jail population.

OPERATIONAL STRATEGY:		Jail Population Reduction – Limit Bookings			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Coordinate with the courts.	Support Brian Hayes	E-mail and in person communication with Support Services Court Services Lt (Ewers-Hayes) and Presiding Judge of Dane County (Bailey-Rihn)		

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

## Annex E: Operation Strategy-Jail Lockdown-Task List

### Operation Strategy: Jail Lockdown –Visitation:

Jail Lockdown - If space becomes an issue due to quarantine zone commitments and/or staff shortages, all visitation (contact and non-contact) will be suspended.

OPERATIONAL STRATEGY:		Jail Lockdown - Visitation			
✓	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Send out notices to the public, jail programming contacts, advising we are closing visitation to all, other than attorneys.	Lori Prieur	e-mail to all contacts for these groups, press releases, social media		
✓	Set up laptops for hearing rooms for video conferencing with professionals	Michelle DeForest	PSB hearing rooms #7 and #8	Public Safety Building	2 laptops and 2 microphones
✓	Set up laptops for hearing rooms for video conferencing with professionals	Michelle DeForest	CCB hearing rooms #1 and #2	City County Building	2 laptops and 2 microphones

✓ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

### Operation Strategy: Jail Lockdown –DNA Collection:

Jail Lockdown - If space becomes an issue due to quarantine zone commitments and/or staff shortages, all DNA collection will be suspended.

OPERATIONAL STRATEGY:		Jail Lockdown – DNA Collection			
✓	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Run list of people reporting to have DNA collected from Access database (located under file name Support/To-Be)	Michelle DeForest	Run list of DNA participants to report to jail through May 4 <sup>th</sup> .	PSB	Computer and phone
	Email list to Courts (Court Admin	Michelle	Email list of	PSB	Computer and phone

	Mgr Jill Anderson 608-266-4444)	DeForest	DNA participants to Jill so phone numbers can be retrieved thru CCAP		
	Give list to the DNA Security Support Specialist (S3)	DNA S3	Take list of phone numbers given by the courts and call each person to reschedule after May 4 <sup>th</sup> .	PSB	Computer and phone

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Jail Lockdown – To-Be’s:**

Jail Lockdown - If space becomes an issue due to quarantine zone commitments and/or staff shortages, we will attempt to reschedule all TO-Be’s.

OPERATIONAL STRATEGY:		Jail Lockdown – DNA Collection			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Run list of To-Be’s from Access database (located under file name Support/To-Be)	Michelle DeForest	Run list of To-Be’s to report to jail through May 4 <sup>th</sup> .	PSB	Computer and phone
	Contact Courts Jill Anderson (Court Admin Mgr 608-266-4444)	Michelle DeForest	Email list of To-Be’s to Jill that were retrieved from To-Be database through May 4 <sup>th</sup> . Courts will then get phone numbers for us to reschedule	PSB	Computer and phone

			report to jail dates.		
	Call each To-Be	Court Branch Staff	Take list of phone numbers given by the courts and call each person to reschedule after May 4 <sup>th</sup> .	PSB	Computer and phone
	Data enter into To-Be database	Bailiffs	Log each rescheduled date into the To-Be database	Courthouse	Computer

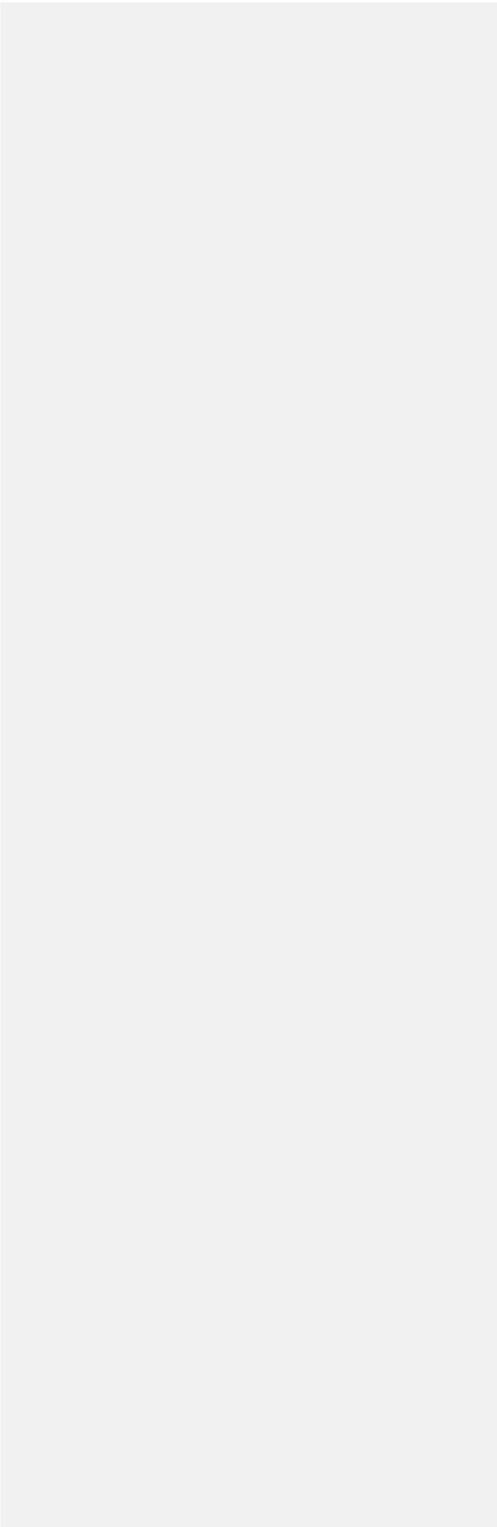
✓ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Jail Lockdown –Huber board:**

Jail Lockdown – Due to ~~H~~hubers not going out to work Huber board will be suspended until Huber is reinstated.

OPERATIONAL STRATEGY:		Jail Lockdown - Visitation			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Suspend the charging of Huber board until Huber is reinstated	Chrissy Allen	Suspend in the Lockdown software	Office	Computer

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task



**Operation Strategy: Jail Lockdown –Programs:**

Jail Lockdown - If space becomes an issue due to quarantine zone commitments and/or staff shortages, all programs will be suspended.

OPERATIONAL STRATEGY:		Jail Lockdown - Visitation			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Notifying all program coordinators of the suspension of all jail programming, except jail ministries.	Lori Prieur	E-mail to Program Contacts	From home	Computer

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Operation Strategy: Jail Lockdown –Transports:**

Jail Lockdown - If space becomes an issue due to quarantine zone commitments and/or staff shortages, all transports from other entities to the jail will be reviewed on a case-by-case basis.

OPERATIONAL STRATEGY:		Jail Lockdown - Transports			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT
	Contact Support Services.	Brian Hayes	e-mail and in person contact with Support Services Transport Lt (Ewers-Hayes)		
	Send TTY.	Jail Warrants			

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

## Annex F: Operation Strategy-Food Supply-Task List

### Operation Strategy: Food Supply

Operation Strategy Food Supply – If the food supply is disrupted, an alternative supply is available.

OPERATIONAL STRATEGY:		Food Supply			
√	TASKS	WHO	HOW	WHERE	EQUIPMENT/SUPPLY
	Notification by CFS that food delivery has been suspended due to a break in operations.	CFS Manager Mary Carpenter (608)220-0680 Dan Fitzgerald (back-up) (608)354-7661	By phone call to Lt. Brian Mikula (608)575-4944		
	Distribution of Emergency Food Stores/7 day supply	Assigned deputies supervising inmate workers.	Via food carts with paper products and supplied utensils.	CCB, PSB, and Ferris Center Jails.	Food stores. (FC, and PSB Basement) Food carts. Paper Products. Regular trays and utensils.
	Distribution of Emergency 30 day food stores from CFS's Location at Badger Prairie	CFS staff if available. Assigned deputies supervising inmate workers.	Truck transportation. Food Carts	CFS,CCB, PSB, and Ferris Center Jails	Truck Transportation. Food Carts. Regular trays and utensils or paper products if needed.

√ = Check off the task when completed  
 Task = Task needed to accomplish the operational strategy  
 Who = Person (s) performing the task  
 How = How is the task completed  
 Where = Location of the task  
 Equipment = Equipment needed to completed the task

**Annex G: Operation Strategy-Prevention and Mitigation-Task List**

<b>OPERATIONAL STRATEGY: Prevention and Mitigation-Remote Initial Appearance Court</b>					
<b>√</b>	<b>TASKS</b>	<b>WHO</b>	<b>HOW</b>	<b>WHERE</b>	<b>EQUIPMENT/SUPPLY</b>
	Initial appearance court will utilize video visitation to conduct initial court appearances	Brian Hayes Support Services	Video and/or telephone	Hearing rooms located in PSB #8 and CCB #2	Laptops with video capabilities and internet connection

<b>OPERATIONAL STRATEGY: Prevention and Mitigation-Remote P&amp;P Revocations</b>					
<b>√</b>	<b>TASKS</b>	<b>WHO</b>	<b>HOW</b>	<b>WHERE</b>	<b>EQUIPMENT/SUPPLY</b>
	Notification of stake holders. Revocation Hearings will be conducted via phone or video.	Luke Kolbow-284-6912 <a href="mailto:kolbow@danesherriff.com">kolbow@danesherriff.com</a>	e-mail or telephone		
	Set up laptops for hearing rooms for video conferencing with professionals	Michelle DeForest	PSB hearing rooms #7 and #8	Public Safety Building	2 laptops and 2 microphones
	Set up laptops for hearing rooms for video conferencing with professionals	Michelle DeForest	CCB hearing rooms #1 and #2	City County Building	2 laptops and 2 microphones

<b>OPERATIONAL STRATEGY: Prevention and Mitigation-Remote Federal Court</b>					
<b>√</b>	<b>TASKS</b>	<b>WHO</b>	<b>HOW</b>	<b>WHERE</b>	<b>EQUIPMENT/SUPPLY</b>
	Notify USMS	<a href="mailto:Lucas.Balde@usdoj.gov">Lucas.Balde@usdoj.gov</a> 608-661-8230-Office 608-572-0051	e-mail and phone		
	Set up laptops for hearing rooms for video conferencing with professionals	Michelle DeForest	PSB hearing rooms #7 and #8	Public Safety Building	2 laptops and 2 microphones
	Set up laptops for hearing rooms for video conferencing	Michelle DeForest	CCB hearing rooms #1 and #2	City County Building	2 laptops and 2 microphones

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	with professionals				

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## Annex H: Operation Strategy – Staff Minimums

### Mass Employee Absenteeism Plan

#### SECURITY SERVICES – SWORN

Additional staff from within the Security Services Division can be utilized by reducing the staffing minimums in certain positions. In the event of mass employee absenteeism, the following will be the new minimum staffing levels for first shift. *The staffing levels on second and third shift will remain the same.*

Position	Current Assigned	New Minimums
1 <sup>st</sup> Shift Security Sgt.	7	1
PSB Recreation Deputy	1	0
CCB Recreation Deputy	1	0
CCB Special Duty	1	0
Medical Movement	1	0
CCB Float	1	0
Transition Deputies	4	0
Transition Sergeant	1	0
Jail Diversion	5	1

### Central Booking Replacements

First Shift	Second Shift	Third Shift
Primary	Primary	Primary
Jane Harvey	Kasey Miller	Nicole Schomer
Jim Plenty	Anthony Roper	Megan Pelley-Yahn
Kristi Wiessinger	Jon Klein	
Backups	Backups	Backups
Kristy Deblare	Doug Moore	Alyssa Moehrke
Shane Anderson	Alex Spoehr	Alanna Sutton
Scott DeForest	Berenice Herrera	Ben Jennings
Lisa Pap	Dominic Corrado	Brandon McBeth
Dan Werkheiser	Robert Spears	Kevin Bruning
Greg Wagner	Carrie Tobias	
Jennifer Grace		
Andrea Peabody		
Mark Richardson	Field	Field
Jose Pacheco	Josh Korb	
	Brandi Anderson	Lucas Gustafson
	Mike Sinclair	Michael Corrigan

All Jail Diversion Deputies are capable of working both Jail and Patrol assignments.

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**SECURITY SERVICES – NON-SWORN**

Additional staff from within the Security Services Division can be utilized by reducing the staffing minimums in certain positions. In the event of mass employee absenteeism, the following will be the new minimum staffing levels.

<b>Position</b>	<b>Current Assigned</b>	<b>New Minimums</b>
SSS 1 <sup>st</sup> Shift (Week Days)	11	6
SSS 1 <sup>st</sup> Shift (Weekend)	7	5
SSS 2 <sup>nd</sup> Shift	7	5
Account Clerk III (Bookkeeper)	2	1
Clerk Typist III (Jail Clerk)	3	1
Hearing and Classification Specialists	7	2
Social Worker	5	2
Jail transport Coordinator	1	0
Volunteer Services Coordinator	1	0
Re-Entry Coordinator	1	0
Social Worker Clerk	1	0
Clerk IV (Jail Diversion)	2	0

If Security Support Specialist (SSS) positions need to be adjusted to meet the new mass absenteeism minimums, the following positions can be reassigned: Supply, CCB Visitation, Jail Diversion, DNA, and PSB Visitation.

All SSS are cross-trained and capable of working all potential assignments.

<b>Project/Program Asst (1 Minimum)</b>	<b>Bookkeeper (1 Minimum)</b>	<b>Jail Records Clerk (1 Minimum)</b>
<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
Lori Prieur	Chrissy Allen	Damon Fredrickson
		Kathy Norby
<b>Backup</b>	<b>Backup</b>	<b>Backup</b>
Chrissy Allen	Lori Prieur	Deb Curran

## Annex I: Telephone/Fax Directory

### Security Services Phone List

Jan. 28th, 2020

CENTRAL BOOKING		CCB Jail	
Bail / Release PS3/PS33	284-6058	6 East CC1/CC9	266-4977 / 266-4415
Booking FAX	284-6050	6 West CC2/CC10/CC27	266-5976 / 266-5994
Intake PS1/PS2/PS24	284-6047 / 6048	7 East CC3/CC11	266-4973 / 266-4974
Records PS5/PS22	284-6060 / 6073	7 West CC4/CC12/CC28	267-2248 / 267-2249
Property PS6/PS25	284-6055 / 6049	CCB Rec. Deputy	266-5265
Warrants PS4	284-6057		
D-III's / Work Area PS24	284-6046 / 6052		
CLASSIFICATION		PSB Jail	
Diring, Tina	284-6107	3 A	284-6959 PS13
Kundert, Karianne	284-6108	3 C/E	284-6962 PS14
McChesney, Staci	284-6116	3 G/I	284-6952 PS15
Roberts, Traci	284-6105	3 K	284-6955 PS16
Stoner, Meagan	284-6104	4 A	284-6988 PS17
Gove, Katie	284-6103	4 C/E	284-6986 PS18
Extra work space/desk	284-6097	4 G/I	284-6965 PS19
		4 K	284-6969 PS20
JAIL ADMINISTRATION			
Nygaard, Chris Capt.	284-6165 cell 219-4514	Female Housing / SEG	284-6076 PS10
DeForest, Michelle Mgr.	284-6177 cell 225-8115	Male Segregation	284-6078 PS11
Triggs, Jonathan Lt.	284-6992 cell 225-9237	Male Housing	284-6085 PS12
Hayes, Brian Lt.	284-6915 cell 220-6235	Move 3 Office	284-6961 PS23
Heil, Jeff Lt.	284-6109 cell 235-7854	PSB Rec. Deputy	284-6974 PS30
Mikula, Brian Lt.	284-6096 cell 575-4944		
Prieur, Lori- Prog. Coord	284-6176	FERRIS CENTER Jail	
Allen, Chrissy - Accounting	284-6178	Ferris Center Line 1	267-8855 ferris1/ ferris2
Kolbow, Luke - DNA	284-6912	Ferris Center Line 2	283-1624
		Ferris Center Line 3	267-1581
JAIL OPERATIONS		Inmate Line (to call in)	267-8854
Boldt, Krist SGT	284-6921	Ferris Center 2 <sup>nd</sup> FL deputy station	283-1622
Casper, Sherri SGT	284-6975	Ferris Center FAX 1 <sup>st</sup> floor	283-1619
Connors, Mike SGT	284-6125	2 <sup>nd</sup> floor Report Room	266-4108
Cuta, Joseph SGT	284-6953	2 <sup>nd</sup> floor FAX	266-4698
Dudley, Don SGT	284-6925		
Lindsley, B. SGT	267-8853	FC Sergeant	
Lurquin, R J SGT	266-8179	Lindsley, Brad SGT	Desk: 267-8853 Cell: 287-8023
McPherson, Travis SGT	284-6092	Jail Diversion Cell #s	
Reynolds, Chris SGT	284-6954	Cline, David	381-8095
Russell, Jason SGT	284-6124	Lokken, Eric	206-4764
Schroeder, Jim SGT	284-6117	Markgraf, Eric	206-5731
Schroeder, Mark SGT	284-6123	Naylor, David	259-6901
Skrepenski, Nick SGT	266-7455	Moore, Doug	259-6598
Torres, Jessamy SGT	284-6090	JAIL DIVERSION SUPPORT	
Voeck, Mary SGT	284-6118	Kelsey Hayes	261-9741
Ziesch, Mike SGT	284-6093	□ VACANT	267-1572
CCB Sergeant's Office	266-7455	Justin Wicik	261-9729
Jail Conference Room	284-4803	Peter Zander	283-1620
PSB Sergeant OPS	284-6101	Intake	266-9089
Jail PREA Hotline	284-6966	Internal Sworn Deputy Line	267-1574
JAIL MEDICAL & MH		Scheduling	266-9093
Med Office – CCB	266-9127 FAX 267-1516	Diversion Internal	261-9728
Med Office – PSB	284-6071 FAX 284-6074	SOCIAL WORKERS	
Med Office - FC	267-3102 FAX 267-2523	Chelsea Jones	PSB 284-6091
H.S.A. Brittany Wiersma	284-6070 FAX 284-6910	Riley Bruemmer	FC 267-1578
Doctor S. Syed	284-6146	SOCIAL WORK SUPPORT CLK	
Dentist: Mark Boettcher	266-5942	Josh Phillip	284-2172
D.O.N. Bobbie Bailey	284-6922	RE-ENTRY COORDINATORS	
Adm. Asst. Mari Caster	284-4804	Carly Vanko	284-6985
Disc. Plan – Tricia Mooney	266-4228	Sarah Wampole-Maciejeski	284-6964
MH Nurse Pract. Nicole Li	266-4528	SECURITY SUPPORT SPEC	

MH Direc. Alexis Unser	266-4509		Property PS6/PS25	284-6055
Vivitrol Nurse – Beth F.	284-6082		PSB Control PS9	284-6036 / 6037
Medical Intake Bkg (1)	284-6063	PS32	PSB Visitation PS7	284-6083
MH Intake – Booking	284-6863	PS41	CCB Control	267-1517
MH Office CCB	266-4033	CC15	CCB Visitation CC8	267-0122
Records (Medical)	284-6982	PS34/PS37	Custody Control - Courts	266-4285
MH FAX	267-1510		Central Supply PS8	284-6025

Bailiff	266-4470		VOLUNTEER COORD	
Breakroom – Basement	284-6027		Lynn Montgomery FC	267-1580
Breakroom – 3 <sup>rd</sup> floor	284-6951		Kari Daul	267-8844
CFS Lead worker	220-2625		PROBATION/PAROLE	
CFS Mary Carpenter Mgr.	845-1214		Liaison Office PS27 / PS44	284-6068 Fax: 284-6019
CFS Mary Carpenter Cell	220-0680		Brad and Kurt	
Court Services – Criminal	284-4805			
Court Services – Traffic	284-6834			
Court Services – Extrad	284-6836			
Conveyances – Casey	284-6195		MADISON METRO SCHOOLS	
Help Desk	266-4440		CCB Teacher office	267-3918
Juvenile Reception	266-4983		PSB Teacher – Tina Geier	284-6918 ROOM 4060
Jail Conf Room Reserve	284-6929 (CCB)		PSB Teacher – Blaine Olsen	267-3918
Kitchen – 1 <sup>st</sup> floor PSB	284-6084		7 E Class room	266-5245
Laundry PSB	284-6017			
Library – 4 <sup>th</sup> floor	284-6099			
Locker Room – Men’s	284-6040			
Locker Room – Women’s	284-6030		CHAPLAINS	
Madison College	284-6914	PSB	Todd Marcotte	608-261-9755 Desk
Madison College	267-1559	CCB	“Chaplain Todd”	608-982-6702 Cell
Mail Room – Jail	284-6097			
Mail Room – 2 <sup>nd</sup> floor	284-6181			
OIC	284-6155 / 284-6923			
Payroll	284-6154 / 284-6044		Vacant: ICS office	284-6971
Scheduling – Maureen	284-6157			
Scheduling – Brianna	284-6149			
US Marshal	661-8300			
Video – Deputy Kuntz	284-6931			

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**Annex J: Additional Documents**

**\*MOU Pending\***

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## **Annex K: Security Resource List**

### **Support Liaisons:**

Emergency Management

Phone: 608-266-4330

Director: 608-267-2542

After Hours/Emergency: 911

Building Maintenance (Facilities Management)

Phone: 608-266-4350

After Hours Paging: 550-3704

Dane County Exposition Center Management

Phone: Administration-608-267-3976

After hours (cell phones):

Manager on Duty-444-7881

Evening Ops. Supervisor-444-7882

Crew Leader (Ruth)-444-7883

Crew Leader (Steve)-225-3095

Plant Manager-576-2358

### **Transportation:**

Madison Metro Management

Phone: 608-266-4466 or 608-266-4904

Dispatch: 608-267-8760

Shop: 608-267-87812

After Hours: 444-7011

### **Food:**

Badger Prairie Health Care Center

1100 East Verona Ave.

Verona, Wisconsin

Phone: 608-845-1214 or 608-845-1252

Cell Phone 220-0680

### **Wellpath:**

Brittany Wiersma (H) 608-???-???? (C) 608-???-????

Bobbie Bailey - Director of Nursing (C) ??????????????

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**Water:**

Portable Water Trailers  
Army National Guard  
2400 Wright St.  
Madison, Wisconsin  
Phone: 608-242-3000 (also Army Information Operator)  
Fax: 608-242-3111

Portable Water Coolers/Personal Water Bottles  
Alpine Dist  
Phone: 800-437-8317  
Services: Bottled water and cooler rentals

Badger Water  
801 N. Page St.  
Stoughton, Wisconsin 53589  
Phone: 608-873-2857 or 800-368-0136  
Services: Water coolers

Culligan Total Water Treatment Systems  
5002 World Dairy Dr.  
Madison, Wisconsin  
Phone: 608-221-2236  
Services: Water coolers

Hellenbrand Water Center  
509 W. Main  
Waunakee, Wisconsin  
Phone: 608-849-5717 or 1-800-445-5717  
Services: Bottled water and coolers

Neenah Springs  
506 Fandrich  
Oxford, Wisconsin  
Phone: 800-944-1581  
Services: water coolers

Premium Waters  
1016 Stewart  
Madison, Wisconsin  
Phone: 608-277-1858  
Services: Water coolers

**Sanitation:**

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Portable Restrooms:

Bucky's Portable Restrooms

Phone: 608-271-1291

Services: Portable restrooms, handicap units, and hand washers

Country Plumber Inc.

Phone: 608-742-2648 or 800-472-7448

Services: Portable restrooms and handicap units

Richardson Sanitation Service

Phone: Sauk City-608-643-3073

Lodi-608-592-3758

Services: Portable restrooms and 24 hour emergency service

Ring Septic and Portable Toilets

10379 CTY Y

Mazomanie, Wisconsin

Phone: 800-231-8764 or 608-795-2600

Services: Handicap toilets, toilets with hand sanitizers, and sinks

Stranders Sanitary Service and Portable Toilets

Phone: Lodi-608-592-5808

Madison-608-251-6243

Services: Portable restrooms, handicapped units, and hand wash units

**Garbage and Waste Disposal:**

Affordable Waste Service

819 N Page

Stoughton, Wisconsin

Phone: 608-877-8800

All-State Disposal Service Inc.

Phone: 608-233-3200 or 1-800-386-7783

Services: Dumpsters for construction, industrial, and commercial

Deconstruction Inc.

Phone: 608-244-8759

Services: Dumpsters for commercial, industrial, and residential construction (10 – 40 yard containers)

Dumpster Service Division Resource Solutions Corp

2701 Packers Ave.

Madison, Wisconsin

Services: Dumpster service for construction and clean ups

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Green Valley Disposal Co.  
300 Raemisch Rd.  
Waunakee, Wisconsin  
Phone: 608-251-7878  
Services: Dumpsters for construction, industrial, commercial, municipal, and residential  
(compactors, 1 – 40 yard containers, waste and recycle service)

Waste Management  
2418 W. Badger Rd.  
Madison, Wisconsin 52713  
Phone: 608-273-2500 or 1-800-640-4349  
Services: Dumpsters for commercial, residential, and construction (industrial and recycling  
waste services)

**Probation and Parole:**

Jason Suing  
Corrections Field Supervisor, Unit 106  
Division of Community Corrections  
2920 Prairie Ave, Beloit WI 53511  
Cell: (608) 322-2324  
Fax: (608)364-3059

**United States Marshal Service**

Lucas Balde  
U.S. Courthouse  
120 N. Henry Street, Room 440  
Madison, WI 53703  
Office: (608) 661-8230  
Cell: (608) 572-0051

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## Annex L: References

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500 C ST, SW  
Washington, D.C. 20472

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Updated Jail Data Analysis & Forecasts  
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American Probation and Parole Association  
2760 Research Park Drive  
Lexington, KY 40511  
pbancroft@csg.org • 859-244-8197  
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@publichealthmdc  
FEBRUARY 26, 2020

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Federal Bureau of Prisons  
DECEMBER 2018

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