

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden  
INITIATED BY



Cmdr. Erik Chellevoid  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

August 19, 2016  
DATE DRAFTED

**Minimum Staffing Levels for the Rock County Jail**

- 1 **WHEREAS**, Wisconsin Administrative Code DOC 350.20 (Double Ceiling) establishes that a written
- 2 agreement must be in place between the Sheriff and County Board as to the minimum staffing levels
- 3 required to safely operate the jail; and,
- 4
- 5 **WHEREAS**, on September 7, 1989, the State of Wisconsin granted the Rock County Sheriff's Office
- 6 permission to double cell inmates; and,
- 7
- 8 **WHEREAS**, in order to continue to double cell inmates, this written agreement must be filed with the
- 9 Wisconsin Department of Corrections; and,
- 10
- 11 **WHEREAS**, this written agreement shall remain in effect until rescinded or amended by mutual
- 12 written agreement of the County Board and Sheriff.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 this 8<sup>th</sup> day of September, 2016 that the Staffing Agreement for Operation of the Rock
- 16 County Jail be approved.
- 17
- 18 **BE IT FURTHER RESOLVED** that the County Board Chair is authorized to enter into and amend the
- 19 agreement.

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

Mary Beayer  
Mary Beayer, Chair

Henry Brill  
Henry Brill, Vice Chair

Terry Fell  
Terry Fell

Brian Knudson  
Brian Knudson

Phil Owens  
Phil Owens

16-9A-111

MINIMUM STAFFING LEVELS FOR THE ROCK COUNTY JAIL

Page 2

FISCAL NOTE:

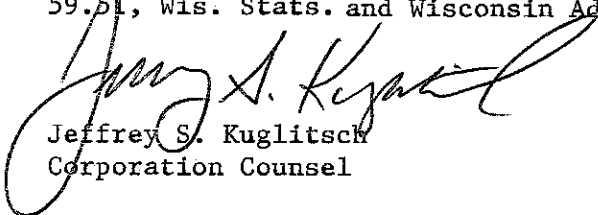
No fiscal impact.



Sherry Oja  
Finance Director

LEGAL NOTE:

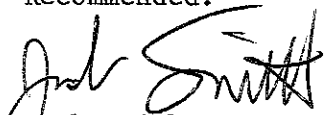
The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats. and Wisconsin Administrative Code § DOC 350.20.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## Executive Summary

Wisconsin Administrative Code DOC 350.20 (Double Celling) establishes that a written agreement must be in place between the Sheriff and County Board as to the minimum staffing levels required to safely operate the jail.

On September 7, 1989, the State of Wisconsin granted the Rock County Sheriff's Office permission to double cell inmates. In order to continue to double cell inmates, this written agreement must be filed with the Wisconsin Department of Corrections. It shall remain in effect until rescinded or amended by mutual written agreement of the County Board and Sheriff.

This agreement is cost neutral as it does not increase or decrease staffing levels as established in the adopted county budget.

## STAFFING AGREEMENT FOR OPERATION OF THE ROCK COUNTY JAIL

This agreement is entered into between Sheriff Robert D. Spoden and the Rock County Board of Supervisors for the purpose of jointly agreeing upon the minimum staffing levels needed to ensure the health, safety, and security of the staff and inmates at the Rock County Jail. This agreement addresses the requirement of Wisconsin Administrative Code Chapter DOC 350.20(1) which states, *"The county board and sheriff shall determine jointly the adequate staffing needs, including support staff and services that are required to ensure the health, safety, and security of the jail staff and inmates when using cells for double occupancy. The joint determinations shall be in writing and signed by the representatives of the county board and the sheriff and shall be filed with the department. The written joint determination shall remain in effect until rescinded or amended by mutual written agreement of the county board and sheriff. Unless there is adequate staff as agreed upon by the county board and sheriff, double celling may not occur."*

The terms of this agreement are as follows:

1. First Shift (7 a.m. – 3 p.m.) shall operate with a minimum of the following staff:
  - 14 Officers
  - 1 Supervisors (Sergeants, Captains, etc.)
  - 1 Healthcare Staff
  - 2 Clerical/Support/Program Staff
2. Second Shift (3 p.m. – 11 p.m.) shall operate with a minimum of the following staff:
  - 14 Officers
  - 1 Supervisors (Sergeants, Captains, etc.)
  - 1 Healthcare Staff
  - 2 Clerical/Support/Program Staff
3. Third Shift (11 p.m. – 7 a.m.) shall operate with a minimum of the following staff:
  - 10 Officers
  - 1 Supervisors (Sergeants, Captains, etc.)
  - 1 Healthcare Staff
4. The above listed staffing plan is representative of shifts during the normal (Monday – Friday) work week. Staffing levels on weekends and holidays for 1<sup>st</sup> and 2<sup>nd</sup> shift are fifteen officers, one supervisor and one healthcare staff member.
5. In compliance with WI Statute §302.41, there shall be at least one officer/deputy on duty of the same gender as those incarcerated at the jail.
6. It shall be understood that the aforementioned staffing determination is the minimum necessary to operate the Rock County Jail, and that unforeseen circumstances to facility operations may require additional staffing to ensure the safety of the inmates and staff.