

**SECTION: 615.08****SUBJECT: Indigence****POLICY**

In accordance with Wisconsin Administrative Code DOC 350.28, the Dane County Sheriff's Office has established the following guidelines for residents who are without sufficient means or otherwise unable to obtain basic hygiene products, postage, telephone minutes, or undergarments. Residents shall have access to health care, programming, Jail Diversion, and other essential services regardless of their ability to pay for such services.

**DEFINITIONS**

In this Sheriff's Office Policy & Procedure, the following term means:

**Indigent**                      A person without sufficient means such that they cannot provide the necessities of life (food, clothing, decent shelter, and other necessities of life) for themselves, or is otherwise unable to benefit from Jail programming or Jail Diversion opportunities due to lack of personal funds.

**PROCEDURE****Commissary**

All residents shall be issued basic hygiene products upon arrival at the facility to promote good basic hygiene and cleanliness, including toothpaste, a toothbrush, soap, and a comb.

After fourteen (14) days of incarceration, a resident who is found to be without funds and is unable to purchase necessary items through commissary shall be deemed indigent.

The following guidelines shall be used to determine whether a resident qualifies for the Indigent Commissary Program:

- The resident must be without personal funds (\$5.00 or less) for at least fourteen (14) consecutive days.

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- The resident cannot have ordered any products other than hygiene products, medical products, stamped envelopes, golf pencils, lined writing paper, or envelopes in the previous three (3) commissary ordering cycles.

Residents wishing to participate in the Indigent Resident Commissary Program may do so by submitting a written Request Slip.

## Laundry

Residents in the City-County Building do not have access to laundering machines. Therefore, laundering of personal items shall be offered to residents in the City-County Building twice a week.

Residents housed in the Public Safety Building and the Ferris Center have access to laundering machines for laundering personal items.

## Telephone

Residents deemed indigent may be eligible to receive pre-paid telephone minutes to encourage connectedness with family and community support systems.

After seven (7) days of incarceration, a resident without personal funds or otherwise unable to obtain access to telephone minutes may be eligible for the Resident Indigent Telephone Program.

Requests for indigent telephone minutes are reviewed by the Sheriff's Office, Public Defender's Office, and the resident telephone provider to determine eligibility. The following guidelines are utilized to determine eligibility:

- The resident must be without personal funds in their general resident account (\$10 or less) for a minimum of seven (7) consecutive days.
- The resident cannot have more than \$4.00 of unused phone time.
- The resident cannot be serving discipline as a result of a disciplinary hearing. The resident may request participation in the Indigent Telephone Program ninety (90) days after discipline resulting from a disciplinary hearing has been imposed and served.
- The resident cannot have violated any court-ordered no-contact requirement.

- 88 • The resident cannot have ordered any products other than hygiene  
89 products, medical products, stamped envelopes, golf pencils, lined writing  
90 paper, or envelopes in the previous three (3) commissary ordering cycles.

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92 Eligible residents shall receive \$15.00 worth of phone time. Residents are not  
93 eligible to receive more than two (2) \$15.00 allotments of phone time per month.

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95 Residents wishing to participate in the Indigent Telephone Program may do so by  
96 submitting a written Request Slip.

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99 **Medical, Mental Health, and Dental Care**

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101 In an effort to encourage residents to use medical and dental services in a  
102 responsible manner, address rising medical costs, and reduce frivolous medical and  
103 dental requests, residents may be charged a co-payment for accessing medical and  
104 dental care. However, the Dane County Sheriff's Office shall provide access to  
105 appropriate, comprehensive, and cost-effective medical care to all residents  
106 regardless of the resident's ability to pay. Co-payments shall be assessed in  
107 accordance with Sheriff's Office Policy & Procedure 610.10 – Resident Medical Co-  
108 Payment.

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110 Access to mental health care shall not be subject to a co-payment.

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113 **HISTORY**

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Date	By	Note
2018.08.11	Jail Administration	Revised as part of Policy Manual review.
2023.11.01	Jail Administration	Existing policy transferred to updated format.
		Reflects language change from Inmate to Resident.

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