



SHERIFF DAVID J. MAHONEY
DANE COUNTY SHERIFF'S OFFICE

JEFF HOOK, Chief Deputy
(608) 284-6167



TIMOTHY F. RITTER
Captain, Administration Services
(608) 284-6175

JANICE L. TETZLAFF
Captain, Support Services
(608) 284-6186

RICHELLE J. ANHALT
Captain, Security Services
(608) 284-6165

JEFFREY A. TEUSCHER
Captain, Field Services
(608) 284-6870

March 26, 2014

In our effort to provide the best possible service to those incarcerated in the Dane County Jail and those visiting the jail, we are updating our visitation policy. Due to increased demands on staff during peak periods, we are recommending the following guidelines be utilized for professional visits:

- All persons requesting a professional visit must present a valid photo identification card as well as a valid identification card or business card from the business or organization they represent.
- Professional visits will be allowed at all reasonable hours, excluding meal times, shift change, head count, and during lights out.
- Recommended visiting hours are Monday through Friday from 8:00am until 4:30pm. The following times should be avoided if possible to minimize the likelihood of delay:
 - 11:00am until 12:45pm
 - 2:45pm until 3:15pm
 - 4:30pm until 6:00pm

In addition to modifications to our visitation policy, our process for reserving conference rooms has been updated. Effective March 31, 2014 conference rooms may be reserved by calling (608)284-6929 or emailing sheriff.cc8@danesherriff.com. All appointments for conference rooms must be reserved 24 hours in advance of the requested visitation time. Conference rooms are available for use Monday through Friday from 8:00am until 11:00am and 1:00pm until 4:30pm.

These changes are necessary for us to continue to provide a safe environment for our staff, and our incarcerated persons. Your patience and understanding with these updated guidelines and visitation schedule is appreciated. Should you have any questions, please do not hesitate to contact me.

Sincerely,

DAVID J. MAHONEY
SHERIFF OF DANE COUNTY

Captain Richelle Anhalt, Jail Administrator
Dane County Sheriff's Office
(608)284-6165

