 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.01	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 01/01/99	<b>New Effective Date:</b> 12/07/16
	<b>Supersedes:</b> 300.00.01	<b>Dated:</b> 03/30/12
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Policy Development and Revision		

**POLICY**

The Division of Adult Institutions shall develop and maintain DAI policy. DAI policies and facility procedures shall ensure adherence to all laws, standards and Department of Corrections directives, goals and objectives.

**REFERENCES**

Wisconsin Statutes s. 302.04 – Duties of Wardens and Superintendents  
DAI Policy and Procedure Instructions

**DEFINITIONS, ACRONYMS, AND FORMS**

DOC – Department of Corrections

DAI – Division of Adult Institutions

DAI Policy – Will primarily address routine operations within the Division of Adult Institutions. There may be times when they will involve cross-divisional operations. They may also address significant issues not addressed in Wisconsin Statutes or Administrative Code, but which require direction and consistency throughout DAI.

DAI Policy Committee – A multidisciplinary group of individuals appointed to assure the development and revision of policies and related forms on a timely basis.

Expert Work Group – Group of individuals appointed by the DAI Policy Committee to review new/revised proposals and provide feedback.

Facility Implementation Procedures – Additional procedures written by DAI facilities in order to carry out DAI Policies.

DOC-1024 – DAI Policy

DOC-1024A – Policy and Procedure Facility Review

DOC-1024H – DAI Facilities Procedure

myDOC – DOC intranet

<b>DAI Policy #:</b> 300.00.01	<b>New Effective Date:</b> 12/07/16	<b>Page</b> 2 of 6
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Policy Development and Revision		

## **PROCEDURE**

### **I. General Guidelines**

- A. Only DAI shall create policy.
  1. Facilities shall not create or change policy.
  2. Facilities may create procedures for implementation of DAI policies and other internal operations.
- B. The DAI Administrator shall assign members to the DAI Policy Committee.
- C. The DAI Policy Committee shall develop and maintain a structured process for the review of their policies and related forms.
  1. The committee may establish Expert Work Groups for the development and review of policies and coordinate the dissemination of working drafts and retrieval of information from affected users and/or Expert Work Groups.
  2. Instructions for reviewing and completing the draft DOC-1024 shall be followed and are located in the DAI\Policy group folder.
- D. The DAI Policy Committee shall review and send the drafted DAI policy and a link to a survey to Wardens, Deputy Wardens, Warden's Secretaries, Bureau Directors, Inmate Complaint Examiners, and DAI Policy Committee members, along with a completion date. Draft policies may also be routed to facility staff who are subject matter experts to provide input.
- E. Facilities shall complete the draft policy electronic survey on or before the due date indicating they reviewed the proposed policy and include any comments they have on the policy. If there are no comments, it is not necessary to complete the electronic survey.
- F. The DAI Policy Committee shall review facility comments and update the draft policy as appropriate.
- G. The final draft policy shall be submitted to the DAI Administrator and Directors (if applicable) for review and signature.
- H. The DAI Policy Committee designee shall send notification of final, signed policies to staff as listed in Section I.D.
- I. Changes to policies may be implemented by the DAI Administrator without prior facility review.

### **II. Policy and Procedure Storage**

- A. DAI policies shall be placed as Adobe documents on myDOC.
  1. A Word version of these documents shall be placed in the DAI\Policy electronic group folder.
  2. DAI Policy Committee designee shall maintain and support these policies.

<b>DAI Policy #:</b> 300.00.01	<b>New Effective Date:</b> 12/07/16	<b>Page</b> 3 of 6
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Policy Development and Revision		

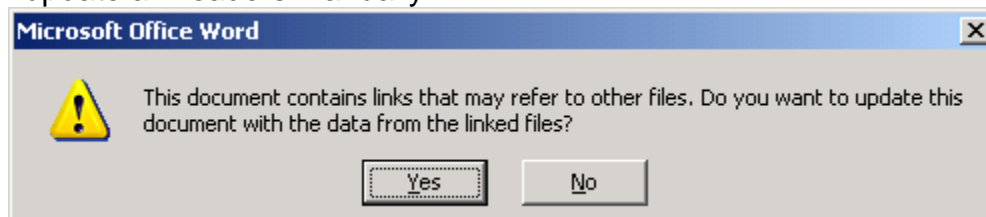
3. DAI Policy Committee designee shall also maintain archived policies and shall place a watermark stating 'Archived Policy' on them.
- B. Facility implementation procedures shall be stored on myDOC as Adobe documents and in the facility's DAI\Policy group folder as Word documents. Each facility shall maintain and support their procedures.
- C. The policy numbering structure shall coincide with Wisconsin Administrative Code numbers, whenever possible. A policy numbering structure and index shall be maintained and shall be made available along with DAI policies.

### III. Facility Implementation

- A. Facilities shall implement all DAI policies.
- B. Facilities shall use the Facility Implementation Procedures section of the DOC-1024 to incorporate additional procedures for their facility, if a procedure is deemed necessary.
- C. Facilities shall not create or change DAI policy. Instructions for completing the DOC-1024 and DOC-1024H shall be followed.

### IV. Completing the DOC-1024 DAI Policy and Procedure Section

- A. To create a new DAI policy, retrieve the DOC-1024 from a DAI Policy Committee representative.
- B. To update an existing policy, obtain the Word version of the current policy from a DAI Policy Committee representative.
- C. When opening the document, the below message may appear. Select No and update all headers manually.



- D. Twelve point Arial font shall be used throughout the document.
- E. For definitions, underline the word to be defined followed by a space then a dash then another space and finally the definition. For example:

DOC – Department of Corrections

- F. Follow standard numbering structure hierarchy of Roman numeral (e.g., I, II, III), then upper case alphabet (e.g., A, B, C), then Arabic numeral (e.g., 1, 2,

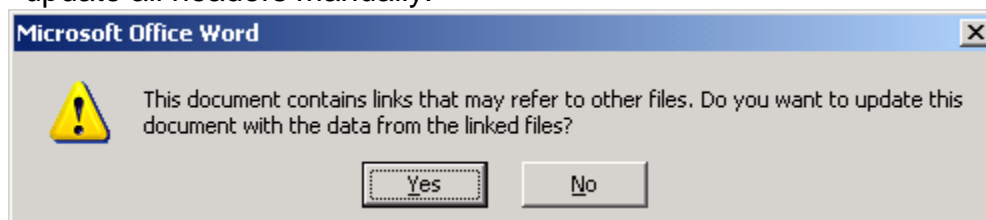
<b>DAI Policy #:</b> 300.00.01	<b>New Effective Date:</b> 12/07/16	<b>Page</b> 4 of 6
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Policy Development and Revision		

3), lower case alphabet (e.g., a, b, c) and lastly, lower case Roman numeral (e.g., i, ii, iii, iv).

- G. Responsibility section information should be incorporated into the Procedure section, as applicable.
- H. Double click on the first page DAI policy header to update.
1. Update the chapter and subject titles using the information in the DAI Policy and Procedures Numbering Structure document.
  2. Update the other dates, except the effective date, using information from the most recent policy. If this is a new policy, leave the dates and policy numbers blank and they shall be completed by the DAI Policy Committee.
  3. In the Required Posting or Restricted section, select the appropriate boxes and put an "X" in them. Choices are:
    - a. Inmate – select this box if the policy directly relates to inmates.
    - b. Staff – select this box if the policy relates to and impacts staff.
    - c. Restricted – Select this box if this is a secure policy that if distributed could threaten facility safety and security.
      - i. Restricted policies are allowed to be viewed by all staff on myDOC.
      - ii. They shall not be distributed by facilities to inmates, attorneys or the general public via open records or other venue.
      - iii. Restricted policies shall be placed as a Word document in the DAI\Policy folder and as a pdf on myDOC.
      - iv. Both versions shall be watermarked "Restricted-Distribution Prohibited" and the pdf version created with printing restricted.
      - v. Facilities shall also follow this format for restricted policies once they are updated with their facility procedures.
- I. The approved final DAI policy shall be posted as outlined in Section II.

#### V. **Completing the DOC-1024 Facility Implementation Procedure Section**

- A. Once policies are completed and signed, they shall be sent out to all facilities as a Word document for completion of the Facility Implementation Procedure section.
- B. When opening the document, the below message may appear. Select No and update all headers manually.



- C. Move to the Facility Implementation Procedures section of the form. This is the last section in the form. It is in the header titled Division of Adult Institutions Facility Implementation Procedures at the top of the page.

<b>DAI Policy #:</b> 300.00.01	<b>New Effective Date:</b> 12/07/16	<b>Page</b> 5 of 6
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Policy Development and Revision		

- D. Double click on the facility implementation procedures header to update it.
1. The policy number, page number, chapter and subject sections will be populated with the proper information.
  2. Use dates from your facility procedures that apply to this policy. If none exist, then use the current date.
  3. For the implementation boxes, select box for Shall Implement as Written if there are no procedures to add or select the box for Shall Implement Below Procedures for Facility Implementation if there are additional procedures.
  4. Facility procedures shall not state the facility will not follow certain sections of the DAI policy.
  5. The facility can type in the Warden's/ Superintendent's name or copy and paste their signature electronically, once they approve this section.
- E. Twelve point Arial font is to be used throughout the document.
- F. Add text to appropriate fields. Follow standard numbering structure hierarchy of Roman numeral (e.g., I, II, III), then upper case alphabet (e.g., A, B, C), then Arabic numeral (e.g., 1, 2, 3), lower case alphabet (e.g., a, b, c) and lastly, lower case Roman numeral (e.g., i, ii, iii, iv).
- G. After the Facility Implementation Procedure is approved and signed by the Warden/Superintendent it shall be posted as outlined in Section II and Section IV. H.3.c.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
 Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.01	<b>Page</b> 6 of 6
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Policy Development and Revision		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other