



**DEPARTMENT OF CORRECTIONS
DIVISION OF ADULT INSTITUTIONS**

Policy Title:	Bed Management
Policy Number:	300.00.13
Chapter:	300 Administrative
Original Effective Date:	03/11/26
New Effective Date:	03/11/26
Supersedes Date:	N/A
Date of Approval:	02/25/26
Administrator Approval:	Shannon Butcher
Required Posting	
• Person in Our Care:	No
• All Staff:	Yes
• Restricted:	No

PURPOSE

The Division of Adult Institutions shall maintain accurate records of available beds in each facility for the purpose of resource management, emergency preparedness and operational needs.

SCOPE

This policy applies to all DAI facilities responsible for reporting, maintaining and updating information on bed availability within their institution. It establishes the expectations, responsibilities and procedures for ensuring that bed-space data is accurate, timely and consistently communicated to support systemwide operational planning, emergency response and resource allocation.

REFERENCES

Wisconsin s. 301.055 – Prisoner population limits

DAI Policy 302.00.22 – Facility Security Designation

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

DEFINITIONS, ACRONYMS AND FORMS

Active – WICS Housing Unit Status indicating ability to be occupied.

Bed Location – WICS Bed Description category for alignment in cell.

Bed Status – WICS Bed Description category indicating whether a bed is closed permanently, not in service, occupied, pending or vacant.

Bed Restraint Cell – WICS Bed Description category for bed restraints present.

BOCM – Bureau of Offender Classification and Movement.

BTM – Bureau of Technology Management.

Bunk Position – WICS Bed Description category for bed arrangement in the cell/room.

Configuration – WICS Bed Description category for the unit or bed housing style.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

Design Capacity – The original bed capacity of the facility or unit, based on industry standards, plus modifications and expansions. It excludes beds and multiple bunking that were instituted to accommodate crowding.

Continuous Power – WICS Bed Description category indicating electrical access in cell/room.

EHR – Electronic Health Record

Emergency Bed - Beds used for short-term, temporary occupancy in extraordinary circumstances relating to safety, security, bed management and/or health services (e.g. elevated sleeping platforms, or short-term care cells in HSU).

General Population Capacity – The total sum of permanent beds maintained in WICS for a facility, excluding beds with the Primary Use designation of Restrictive Housing and Observation/Control.

HSU – Health Services Unit

Infirmery (HSU) – WICS Primary Use for a unit or cell with beds that are managed by Health Services for persons requiring specific medical care.

Permanent HSU beds count toward a facility's General Population Capacity, and admissions are typically guided by related Bureau of Health Services policy.

Emergency sick cell beds in the HSU used for emergent, short-term care of persons during periods of sickness, isolation, recovery, etc. The person does not lose their assignment to a Permanent Bed (by use of Pending status or use of Count Area) within the facility for the duration of being assigned to the emergency sick cell bed.

Maximum Capacity – The total sum of permanent and emergency beds maintained in WICS for a facility.

Negative Pressure – WICS Bed Description category indicating negative pressure capability of a cell/room.

Operational Capacity – The total sum of permanent beds maintained in WICS for a facility, including beds with the Primary Use designation of Restrictive Housing and Observation/Control.

Permanent Beds – All non-emergency beds.

Primary Use – WICS Bed/Housing Unit Description category indicating the typical function/population assigned to a bed or housing unit.

R&O – Reception and Orientation.

Security Classification – WICS Bed/Housing Unit Description category indicating the security level. Restrictive Housing Units and beds shall be maximum per Admin Code DOC 302.06 (2).

Stairs – WICS Bed/Housing Unit Description category indicating whether use of stairs/steps is required for access.

Unclassified – WICS Security Classification option where an appropriate Security Classification has not been selected for the housing unit or bed. Indicates update is required, unless the bed/unit has been Closed Permanently.

Wet/Dry Cell/Room – WICS Bed Description category indicating in-room water/plumbing accessibility with or without sink and toilet.

Wheelchair Accessible – WICS Bed Description category indicating whether the room or cell containing the bed is Wheelchair Accessible.

WICS – Wisconsin Integrated Corrections System

WCCS – Wisconsin Correctional Center System

WWCS – Wisconsin Women’s Correctional System

PROCEDURE**I. WICS Housing Unit Bed Maintenance**

- A. Under the Correctional Facility Information in the Support tab, the Warden/designee shall designate staff to be trained and assigned to maintain an accurate inventory and status of facility beds in the WICS production. Any changes made require an explanation in the applicable comments box.
1. WICS security permissions at the Security Director/Superintendent level and above shall be required in order to:
 - a. Create/delete housing units and beds.
 - b. Permanently close housing units and beds.
 - c. Place housing units and beds in and out of service.
 2. WICS Security permissions at the Officer level or above shall be required in order to Complete Internal Movement/Bed Assignments.
 3. Consultation with BOCM and DAI Administrator approval shall be required to make housing unit or bed changes in WICS that may impact facility capacities.
- B. Designated WICS users shall maintain facility housing units and each bed within by assigning the most applicable profile attributes:
1. Primary Use
 - a. General Population (GP): Units and beds housing persons in general population status.
 - b. Infirmary (HSU): Unit or cell with beds that are managed by Health Services for persons requiring specific medical care.
 - c. Multiple Use: Unit or beds that may have different situational applications, but not restrictive housing. A more specific definition may be made locally, according to the unique facility needs and resources.
 - d. Observation/Control: Cells within a Restrictive Housing Unit having enhanced security features for certain placements in Observation or Control Status.
 - e. R&O: Unit or beds primarily handling admissions or intakes.
 - f. Restrictive Housing: Unit or beds designated as Restrictive Housing but not including Observation/Control beds (Observation/Control is its own Primary Use).
 - g. Special Needs: Unit or beds housing persons with specific management needs, most commonly mental health related.
 - h. Temporary/DCC Hold: Unit or beds housing DCC Holds or Alternative to Revocation (ATR) placements.
 2. Bed Status
 - a. Closed Permanently: Housing units or beds that are removed from service and facility capacities, certain to never be used again.
Example: Housing unit and contained beds completely renamed resulting in rebuild in WICS.

- b. Not In Service: Status indicating temporary closure and inability to be occupied.
 - c. Occupied: Status indicating a person is actively assigned to the bed.
 - d. Pending: Status indicating the bed is being held for a person, pending a move from another institution, unit or bed.
 - e. Vacant: Status indicating the bed is open and able to be filled.
3. Security Classification
- a. Maximum: Highest level of restriction with very close monitoring of person in our care conduct, behavior and activities.
 - b. Medium: Moderate level of restriction and monitoring of person in our care conduct, behavior and activities.
 - c. Minimum: Lowest level of restriction and general monitoring of person in our care conduct, behavior and activities.
4. Configuration
- a. Single Room/Cell.
 - b. Double Room/Cell.
 - c. Triple Room/Cell.
 - d. Quad Room/Cell.
 - e. Dorm: housing unit/bed configuration of 5-71 beds.
 - f. Barracks: housing unit/bed configuration of 72+ beds.
5. Camera
- a. Yes.
 - b. No.
6. Bunk Position
- a. Upper: top bunk.
 - b. Lower: bottom bunk.
 - c. Provisional: usually indicative of an emergency bed, not intended to be long-term permanent housing.
7. Bed Location
- a. Left.
 - b. Middle.
 - c. N/A.
 - d. Right.
8. Wheelchair Accessible
- a. Yes.
 - b. No.
9. Bed Restraint Cell
- a. Yes.
 - b. No.
10. Wet/Dry Cell/Room
- a. Dry.
 - b. Wet.
11. Continuous Power
- a. Yes.
 - b. No.
12. Negative Pressure

- a. Yes.
- b. No.
- 13. Emergency
 - a. Yes.
 - b. No.
- 14. Stairs
 - a. Yes.
 - b. No.
- 15. Elevator or Chair Lift
 - a. Yes.
 - b. No.

C. Obsolete housing units/areas, cells and bunks shall be placed in Closed Permanently status to ensure they are not incorrectly counted in bed searches or reports.

II. Temporary Use of Emergency Beds

- A. Beds designated for emergency use shall be identified as Not in Service status unless/until an emergent situation requires their use.
- B. Except for use of short-term care emergency Infirmery (HSU) beds, temporary use of emergency beds requires approval from the DAI Administrator.
- C. Only the number of emergency beds required for the situation shall be placed into service.
- D. When the emergent situation has passed, the beds shall be returned to Not in Service status. This shall ensure:
 - 1. Emergency beds do not appear as vacant in a bed search within facility outside of emergent situations.
 - 2. DAI may obtain accurate data on active emergency beds within the system at any given time.

III. Maintaining and Computation of Population Limits

- A. Closed Permanently beds are not included in any capacity or population limit computation.
- B. Bed/Population limits are determined using the following equations:
 - 1. Maximum Capacity = Total Permanent + Emergency Beds.
 - 2. Operational Capacity = Total Permanent Beds.
 - 3. Restrictive Housing Capacity = Total Restrictive Housing + Observation/Control Permanent Beds.
 - 4. General Population Capacity = Operational Capacity – Restrictive Housing Capacity.

- C. DAI shall establish the population capacities used by BOCM to fill each DAI facility. The population capacities shall be obtained from the Permanent WICS beds.
- D. The WCCS population limit shall be the sum of all the Permanent Beds of each center within the system.
- E. The system-wide population limit shall be the sum of Permanent Beds from:
 - 1. Each facility, including WCCS, in the male system of DAI.
 - 2. Each facility, including WWCS centers, in the female system of DAI.
- F. Routine WICS Bed maintenance shall ensure current, accurate computations and valid data in WICS.
 - 1. Designated WICS users shall review WICS bed statuses on a monthly basis to ensure they reflect the physical reality of the facility.
 - 2. The facility Warden/designee shall provide regular updates to BOCM and DAI regarding the status of permanent beds that are Not in Service.

IV. Exceeding Population Limits

- A. A facility population limit may be exceeded through the activation of Emergency Beds.
- B. Use of any emergency beds due to exceeding population limits requires approval of the DAI Administrator prior to implementation.
- C. BOCM shall utilize available beds as operational needs require. This may include exceeding a facility's fill capacity approved by DAI when necessary and as vacant beds are identified.

V. Changing Population Limits

- A. WICS Bed changes that impact a facility's Maximum, Operational, and/or GP population limit(s) shall be made by the Warden/designee in consultation with the BOCM Director and require approval of the DAI Administrator/designee, except in the case of short-term situations.
- B. Short term situations (5 business days or less) requiring the immediate closure of 10 beds or less shall be communicated to the BOCM Transportation mailbox office at DOCDAlBOCMTransportation@Wisconsin.gov. Once the situation has resolved, an additional notification is required indicating the beds are placed back in service.
- C. Beds shall be placed Not in Service for the duration of temporary closure. An anticipated timeframe of closure or a periodic status review period shall be communicated with BOCM Director/Designee.

- D. Creating or renaming housing units, areas, cells/rooms and/or beds in WICS shall be done in accordance with BTM and the WICS to EHR data integration process.
 - 1. The facility shall contact the WICS Data Integration contact to build or revise the WICS beds.
 - 2. The WICS Data Integration contact shall advise the facility when the revision is complete.

**DIVISION OF ADULT INSTITUTIONS
FACILITY IMPLEMENTATION PROCEDURES**

Facility:	
Policy Title:	
Policy Number:	
Chapter:	
Original Effective Date:	
New Effective Date:	
Supersedes Date:	
Will Implement	
<ul style="list-style-type: none"> • As Written: 	
<ul style="list-style-type: none"> • With below procedures for facility implementation: 	
Warden/Superintendent Approval:	

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

RESPONSIBILITY