

 <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> 300.00.43	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 06/07/94	<b>New Effective Date:</b> 05/06/19
	<b>Supersedes:</b> 300.00.43	<b>Dated:</b> 03/15/16
	<b>Administrator's Approval:</b> Makda Fessahaye 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> Facility Administrative Duty Coverage		

**POLICY**

The Division of Adult Institutions shall establish guidelines to administrative staff including consultation, authorization and notification to Department of Corrections management on a routine basis in the event of significant incidents.

**REFERENCES**

Wisconsin Statutes s. 302.04 – Duties of Warden and Superintendents

Wisconsin Administrative Code Ch. DOC 306 – Security

DAI Policy 300.00.71 – Reporting Serious Incidents, Events of Special Interest, Media Contacts and Legislative Inquires

DAI Policy 300.00.71 – Attachment A – DAI Incident Reporting Guidelines

**DEFINITIONS, ACRONYMS AND FORMS**

ADO – Administrative Duty Officer

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2466B – Incident Report (WICS)

Significant Incident – An incident involving serious injury to inmates and/or staff, damage to the physical plant and/or other property and any incident which has the potential of creating heightened interest.

**PROCEDURE****I. General Guidelines**

- A. The Warden shall designate ADO staff and ensure the ADO receives required training, orientation, information and equipment related to this responsibility.
- B. ADO coverage shall be provided 24 hours per day, seven days per week via personal rounds, phone or pager.
  1. The Warden shall determine the duration of each ADO coverage period.
  2. Changes to ADO coverage shall be communicated to staff.
- C. Facilities shall determine if the Warden or ADO shall be contacted during traditional business hours.

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- D. The ADO shall be contacted when a significant event occurs.
- E. The ADO responsibilities include, but are not limited to:
  - 1. Complete administrative duty rounds, as required.
  - 2. Monitor the following:
    - a. Facility security, safety and sanitation.
    - b. Program operations.
    - c. Food service operations and meals.
    - d. Staff climate.
    - e. Inmate climate.
  - 3. Provide appropriate administrative decision-making as needed.
  - 4. Complete the ADO report if required.
  - 5. Inform appropriate administrative staff of any problems requiring follow-up.
  - 6. In the event of a significant incident, ensure a chronological record is kept and a DOC-2466B is completed and submitted to the Warden/ Superintendent, Deputy Warden and DAI Incident Reporting Group by the end of the same day.
- F. If contacted after regular business hours the ADO shall obtain as much information as possible per DAI Policy 300.00.71 – Attachment A.
- G. If contact is not made with the ADO, staff shall leave a message clearly indicating whether or not a situation is an emergency.
  - 1. The ADO is expected to return all identified emergency contacts immediately. If contact is not returned as required, the Warden or Deputy Warden shall be contacted.
  - 2. To verify acknowledgment of the message, the ADO is expected to return all non-emergency contacts within 30 minutes.
- H. The ADO is expected to have the ability to respond to the facility in person within two hours.
  - 1. If this is not feasible, the assigned ADO must schedule an alternate ADO to cover.
  - 2. Centers shall establish specific time frame requirements for responding to their facilities.
- I. The assigned ADO shall be equipped with approved communication devices and all necessary policies and procedures. The ADO is expected to be accessible at all times.
- J. The ADO shall determine if the Warden should be notified after normal business hours.
- K. Significant incidents which occur after normal business hours shall be reported to the DAI Central Office on-call staff person.

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**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.43	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Facility Administrative Duty Coverage		
<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