

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.43	Page 1 of 6
	Original Effective Date: 06/07/94	New Effective Date: 03/14/22
	Supersedes: 300.00.43	Dated: 05/06/19
	Administrator's Approval: Sarah Cooper, Administration – 3/4/22	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: 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, 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

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.

DAI Policy #: 300.00.43	New Effective Date: 03/14/22	Page 2 of 6
Chapter: 300 Administrative		
Subject: Facility Administrative Duty Coverage		

- 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 of significant incidents 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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oakhill Correctional Institution		
Original Effective Date: 06/07/94	DAI Policy Number: 300.00.43	Page 3 of 6
New Effective Date: 05/06/19	Supersedes Number: 300.00.43	Dated: 05/06/19
Chapter: 300 Administrative		
Subject: Facility Administrative Duty Coverage		
Will Implement <input checked="" type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Clinton Bryant		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS**

DOC-2466-B-Incident Report (WICS)

DOC-1031 – Media Contact

FACILITY PROCEDURE

- I. Administrative Duty (AD) will involve staff at a supervisory level assuming the duty starting at 8:00 a.m. on Friday until 8:00 am. the following Friday. When the following Friday falls on a legal holiday in which Administrative Staff would not normally be in the institution, the ADO will be on call until 4:30 p.m. that Thursday in lieu of 8:00 a.m. Friday. Staff on AD will be available through their home phone or the provided cellular telephone. The Administrative Duty Officer (ADO) is the focal point for communications regarding unusual events that occur at the institution. Based on the nature of the event, the ADO will exercise discretion in contacting the Warden, Deputy Warden or Security Director.
- II. General Guidelines
 - A. On-Site Contact
 1. The ADO should be available on-site (at the institution) a minimum of 4 hrs. after hours during their assigned week of ADO on-call coverage.
 2. If for any reason the ADO is unable to meet the guidelines outlined above, it should be approved through the Deputy Warden.
 - B. The ADO shall make rounds of operational areas, communicate with staff and inmates, assess climate and note issues that need to be addressed. Those areas not visited need to be outlined in the ADO report.
 - C. By noon on the first business day following duty, a report of activity shall be forwarded to Administrative Staff via e-mail.
 - D. An Administrative Duty Briefcase will be provided. This case will contain relevant written materials (Administrative Rules, Policy & Procedure, etc.), a cell phone, and other items necessary for on-call duty.
 - E. The following staff will be involved in providing administrative coverage:
 1. Deputy Warden
 2. Security Director
 3. Correctional Management Services Director

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oakhill Correctional Institution		
New Effective Date: 05/06/19	DAI Policy Number: 300.00.43	Page 4 of 6
Chapter: 300 Administrative		
Subject: Facility Administrative Duty Coverage		

4. Program Supervisors
5. Administrative Captain
6. Financial Program Supervisor
7. Education Director
8. Food Service Administrator
9. Records Supervisor
10. Human Resource Director

F. The Warden's Office Secretary will be responsible for developing the ADO schedule. Staff may trade dates they are assigned and will inform the Warden's Office Secretary whenever modifications to the schedule are made.

III. Contacting the ADO

A. When it becomes necessary to contact the ADO, the following sequence shall be followed:

1. Call the ADO's home number
2. The ADO's cell phone number

B. It is important that on-call staff be notified whenever unusual incidents occur on holidays, weekends or evenings. In almost all cases, the ADO should be notified first, and he/she will determine if other Administrative Staff should be informed or contacted (i.e. Security Director, Department Heads, Program Supervisor, Warden, and Deputy Warden). Occasionally, Administrative Staff that are not on-call will be present in the institution on weekends and evenings. It is appropriate to inform these individuals when unusual incidents occur, but this does not negate the need to inform the ADO.

C. In an effort to define when the ADO should be informed, listed below are some examples of incidents where the ADO should be contacted. This list is NOT all-inclusive. Supervisors need to exercise good judgment in determining when the ADO should be contacted. If uncertain, the ADO should be contacted.

1. The death of an inmate, staff member or others at the institution.
2. Serious injury to staff or an inmate.
3. Major disruption or disturbance.
4. An incident which requires the evacuation of an area.
5. An escape.
6. Media contact.
7. Staff or inmate illness that may result in death.
8. Any incident that resulted in law enforcement contact.
9. Significant property damage.
10. Serious fire.
11. Serious assault or any event involving weapons.
12. Reliable information that suggests a serious incident may occur in the near future.
13. Situations requiring significant change in normal policies or operations.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oakhill Correctional Institution		
New Effective Date: 05/06/19	DAI Policy Number: 300.00.43	Page 5 of 6
Chapter: 300 Administrative		
Subject: Facility Administrative Duty Coverage		

14. An extraordinary problem with visitors or members of the community.
15. Use of force incidents.
16. Use of incapacitating agents.
17. Placement of an inmate in bed restraints. (Warden must be contacted).
18. Extension after 12 hrs. of inmate in bed restraints. (Warden must be contacted).
19. Taking an inmate out of the institution.
20. Any event that may attract the attention of media, legislators or other agencies.

IV. Reporting Unusual Incidents to DAI On-Call Staff

- A. All unusual or serious incidents that occur at the institution are to be reported by the Warden to the DAI Administrator's Office.
- B. Unusual or serious incidents include, but are not limited to:
 1. Injury to staff.
 2. Injury to inmates or visitors.
 3. Disruptive behavior.
 4. Damage to physical plant or property.
 5. Escapes.
 6. Events which, in your judgment, may result in contact with the media.
 7. Events which, in your judgment, may result in contact with legislators or significant special interest groups.
- C. Please note that it is equally important to anticipate issues or events which, in your judgment, may attract external attention to your operations and report them in advance. Examples include, but are not limited to:
 1. Release of high profile inmate.
 2. Court dates, medical appointment of high profile inmates.
 3. Significant court decisions involving staff or inmates.
- D. Any such events, which may result in special interest, should be reported immediately by the Warden to the DAI Central Office staff member listed on the on-call schedule.
- E. DOC-2466-B is to be used in reporting these incidents via e-mail to the DOC DAI Incident Reporting Group as soon as possible.
- F. When reporting information regarding the incident, please follow the guidelines below:
 1. Institution or area incident occurred.
 2. Date and time of incident.
 3. Type of incident (escape, assault, death, fire, disturbance, discharge of firearm, use of restraints, or incapacitating agents, etc.)
 4. Inmate(s) involved-name, number, date of birth.
 5. Staff involved.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Oakhill Correctional Institution		
New Effective Date: 05/06/19	DAI Policy Number: 300.00.43	Page 6 of 6
Chapter: 300 Administrative		
Subject: Facility Administrative Duty Coverage		

6. Others involved (visitors, guests, etc.)
7. Description of incident.
8. Any unusual facts associated with the incident.
9. Inmate crimes.
10. Sentence structure.
11. County of commitment.
12. Mandatory Release date, PED, and maximum discharge date.
13. Admission date to DOC.
14. Admission date to current institution.
15. Action taken.
16. Potential or actual media interest (if applicable).
17. Potential or actual legislative interest (if applicable).
18. Potential or actual special interest group interest (if applicable).

V. General Problems/Concerns

- A. Whenever a Shift Supervisor contacts the ADO, it is important to address the following areas:
 1. Get Facts.
 2. Determine what has been done.
 3. Consider how others may be affected (i.e. staff, inmates, public, media).
 4. Explore immediate solutions or next step.
 5. Consider "what ifs"
 6. Assure the information is shared between shifts.
 7. Assure information is documented.
 8. Ask to be called back or call back on your own.
 9. Determine whom, if anyone else needs to be contacted.
 10. Notify Warden or Designee and/or appropriate Department Head on the next working day.

VI. Media Inquiries

- A. Be courteous.
- B. Inform them that by institution and Department policy, information must be released by the Warden or DOC Public Information Officer Coordinator. Provide them with the telephone number to contact DAI Central Office.
 1. Complete Media Form, DOC 1031.