

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.47	Page 1 of 3
	Original Effective Date: 11/03/03	New Effective Date: 09/17/18
	Supersedes: 300.00.47	Dated: 12/04/14
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Use of Metal Detectors and Access for Official Visitors		

POLICY

The Division of Adult Institutions shall determine which official visitors are granted exemption from being processed through metal detectors as well as staff who are authorized to enter facilities at any time.

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

IMT – Incident Management Team

PERS – Preparedness and Emergency Response Section

SRSTC – Sand Ridge Secure Treatment Center

WRC – Wisconsin Resource Center

PROCEDURE

- I. **The following individuals shall not be processed through the metal detector:**
 - A. Employees of the DOC.
 - B. Employees of WRC and SRSTC.
 - C. Federal, State, County and Tribal judges.
 - D. Administrative Law Judges from other State Agencies.
 - E. Employees of the Federal Bureau of Prisons.
 - F. United States Probation Officers.
 - G. District Attorneys and Assistant District Attorneys.
 - H. Employees of the Wisconsin State Public Defenders Office.
 - I. Law enforcement officers.
 - J. Governor, Lieutenant Governor and legislators.
 - K. Wisconsin Tribal Chair/President and legislators.
 - L. Employees of the Wisconsin Department of Justice.
 - M. Employees of the Division of State Facilities under the Department of Administration.
 - N. Chairperson and Members of the Parole Commission.
 - O. Others as designated by the Warden/designee.

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II. The Warden/designee retains the right to require any visitor to submit to a search by the use of the metal detector.

III. Access to Facilities

Access for the following DOC staff positions shall be granted with or without an entrance notice. DOC photo identification shall be provided at the time of entrance.

A. Unlimited Access

The following positions within the DOC shall be allowed entrance and unlimited access to all DAI facilities at any time, for any reason.

1. DOC Secretary.
2. DOC Deputy Secretary.
3. DOC Assistant Deputy Secretary.
4. DAI Administrator.
5. DAI Assistant Administrators.
6. DAI Security Chief.
7. DAI Assistant Security Chief.

B. Access With Notification

The following positions within the DOC shall be allowed entrance and access to all DAI facilities with prior notification to the Warden, Deputy Warden or Security Director.

1. DOC Chief Legal Counsel.
2. DOC Public Information Officer.
3. DOC Deputy Public Information Officer.
4. DOC Reentry Director.
5. DOC PREA Director and Investigator.
6. DAI Business Director.
7. DAI Office of Program Services Director.
8. DAI Bureau of Health Services Director.
9. DAI Bureau of Classification & Movement Director.
10. DAI Bureau of Correctional Enterprises Director.

C. Emergency Access

The following positions shall be allowed entrance and access to all DAI facilities in the event of an emergency.

1. DOC PERS Chief.
2. DOC PERS Corrections Specialists.
3. DAI IMT Members.

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.47	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Use of Metal Detectors and Access for Official Visitors		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

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