

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.60	Page 1 of 5
	Original Effective Date: 11/18/11	New Effective Date: 08/15/16
	Supersedes: 300.00.60	Dated: 11/18/11
	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: Carrying a Concealed Weapon		

POLICY

The Department of Corrections prohibits employees and visitors from carrying a concealed firearm or weapon into a correctional facility and designated buildings. Employees are prohibited from carrying a concealed firearm or weapon on person while on duty or in a state owned vehicle.

REFERENCES

2011 Wisconsin Act 35 – Relating to carrying a concealed weapon
2015 Wisconsin Act 150 – Recruitment and Retention Reform
Wisconsin Statutes s. 175.60 (16) (a) – License to Carry a Concealed Weapon, Prohibited Activity
Wisconsin Statutes s. 175.60 (15m) (a) (b) – License to Carry a Concealed Weapon, Employer Restrictions
Wisconsin Statutes s. 301.03 – General Corrections Authority
Wisconsin Statutes s. 302.04 – Duties of Warden and Superintendents
Wisconsin Statutes s. 302.07 – Maintenance of Order in State Prisons
Wisconsin Statutes s. 948.605(2) (a) – Possession of Firearm in School Zone
Wisconsin Statutes s. 943.13(2) (bm) (1) – Trespass to Land
Executive Directive 80 – Carrying a Concealed Weapon
Wisconsin Administrative Code s. DOC 306.08 (5) – Use of Firearms
Wisconsin Administrative Code s. DOC 306.18 – Search of Visitors
DAI Policy 306.00.36 – Entrance Procedures
DAI Policy 306.08.01 – Firearms and Incapacitating Agents Training
DAI Policy 309.06.01 – Visiting

DEFINITIONS, ACRONYMS, AND FORMS

BCE – Bureau of Correctional Enterprises

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2466 – Incident Report (WICS)

Carrying – To go armed with a firearm or other dangerous weapon; meaning the firearm or weapon is on the individual's person, or is within the individual's reach and the individual is aware of the presence of a firearm or other weapon.

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Employee – Any person employed by the DOC, including limited term, project, and permanent employees, students, volunteers, and those persons under a contractual relationship with the DOC under a purchase of services arrangement if the contract places the vendor in an employment relationship with the DOC.

Firearms Training Course – A standardized DOC-wide firearms qualification lesson plan to be used by all DOC firearms instructors when delivering instruction for initial and annual certification in firearms use.

Licensee – A person who has been issued a license to carry a concealed weapon under Wisconsin Statutes.

Professional Visit – Visit by public officials, investigators, agents, media representatives, law enforcement personnel, etc.

Visitor – Attorney, contractor, professional visitor, vendors, inmate visitor, pastoral or other person who enter a DOC facility or building and is not a DOC employee.

PROCEDURE

I. Carrying Concealed Firearms and Weapons

- A. All employees shall adhere to DOC division policies when visiting or conducting official business at a DOC correctional facility, field office or central office.
- B. State of Wisconsin work rules prohibit unauthorized possession of weapons.
- C. DAI Policy 306.00.36 prohibits visitors from possessing firearms, ammunition and weapons.
- D. Employees are prohibited from carrying a concealed weapon or weapon in a state owned vehicle or on his or her person while on duty.
- E. Employees, visitors and other persons are prohibited from carrying a concealed firearm or weapon into any of the following:
 1. DAI correctional facilities.
 2. Central Pharmacy.
 3. BCE facilities.
 4. Any building located on DOC property.
 5. When a building is leased by DOC, restrictions shall apply to the portion of the building leased by DOC.
- F. Employees, visitors and other persons who have been issued a license to carry a concealed firearm or a weapon shall ensure the firearm or weapon is secured in the locked trunk of a personal vehicle, or a locked compartment, before exiting the vehicle in the designated parking area of a DOC facility or a building that is located on the property of any of the DOC facilities. The vehicle shall be locked after exiting.

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G. Concealed firearms shall be permitted by a non-DOC employee while at a DOC weapons range when the range is open for use by law enforcement or the military.

II. Posted Notice of Restrictions (Signs)

- A. The Warden or Bureau Director shall ensure that signs are posted at each public entrance of buildings under their area of responsibility to provide adequate notice of firearms and weapon restrictions.
- B. Approved signs shall be posted at all parking lot public access points, staff and public entrances and vehicle entrances that state the restriction on carrying a firearm, and inform persons that weapons and firearms are prohibited.
- C. Department of Administration approved signs shall be posted. Each sign shall be at least five inches by seven inches.

III. Visitor Entrance

- A. DAI Policy 309.06.01 regulates allowable visitor property.
- B. Visitors entering a correctional facility equipped with a metal detector are required to clear the metal detector prior to entrance in accordance with DAI Policy 306.00.36.
- C. Visitors entering a correctional facility or other DOC building where concealed firearms and weapons are prohibited shall be asked if they possess a concealed firearm or weapon on person.
- D. When a visitor indicates they have a concealed firearm or weapon and the person is non-threatening, the person shall be advised to leave the area and secure the firearm or weapon in accordance with DOC policy. Law enforcement may be contacted.
- E. Employees who encounter a person entering a building with a weapon, and it is evident the person has malicious intent, is threatening the use of, or has used the weapon, should move to safety and notify Central Control or emergency number as designated by the facility. Law enforcement shall be notified.
- F. Contact a Shift Supervisor and complete a DOC-2466 documenting an encounter with a person possessing a concealed firearm or weapon.

IV. Vehicle Entrance

- A. Vehicles entering a secure correctional facility shall be searched in accordance with DAI Policy 306.00.36.

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- B. Vehicle drivers shall be asked if they are carrying a concealed firearm or weapon.
- C. Correctional facilities shall develop procedures to search delivery vehicles or other vehicles that travel beyond the staff visitor parking area and shall be traveling around the outside of a secure facility for business purposes.
- D. Vehicle drivers possessing a concealed firearm shall be directed to secure the firearm in the weapon storage area which is available for law enforcement weapons storage.

V. Firearms Training Records

- A. Employees shall be provided a certificate upon successful completion of a DOC authorized firearms training course.
- B. Certificates of successful completion shall document:
 - 1. Wisconsin DOC Certificate.
 - 2. Firearms training course completed.
 - 3. Dates of attendance.
 - 4. Name of instructor.
 - 5. Signature of Corrections Training Center Staff.
- C. A certificate of completion shall be provided to staff for DOC firearms training courses to include:
 - 1. Agency Instructor.
 - 2. Facility Instructor.
 - 3. Initial Qualification.
- D. Employees who have previously completed a DOC firearms training course and request verification of training for the purpose of applying for a concealed carry permit shall be provided a certificate affirming successful completion.
- E. A letter affirming successful completion of a DOC firearms course shall be issued upon verifying the employee completed training when records no longer exist that identify the course instructor.
- F. Requests for certificates of completion shall be directed to the Officer Pre-Service Director or Staff Development Specialist at the Corrections Training Center.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.60	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Carrying a Concealed Weapon		
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. Other