

 <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: 05/09/22
	Supersedes: 300.00.60	Dated: 01/06/20
	Administrator's Approval: Sarah Cooper, Administrator 5-1-22	
	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 43 – Work Rules
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

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. Executive Directive 43 prohibits 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 firearm 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 weapon shall ensure the firearm or weapon is secured in the locked trunk/compartment of a personal vehicle, or exiting the vehicle in the designated parking area of a DOC facility or a building that is

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located on the property of any of the DOC facilities. The vehicle shall be locked after exiting.

- 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/Superintendent/Bureau Director shall ensure 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 stating 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 or other DOC building where concealed firearms and weapons are prohibited shall be asked if they possess a concealed firearm or weapon on person.
- C. When a visitor indicates they have a concealed firearm or weapon and the person appears 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.
- D. 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.
- E. Employees who encounter a person with a firearm or weapon and who appears to have malicious intent, is threatening the use of, or has used the weapon shall:
 1. Move to safety.
 2. Notify Central Control or emergency number as designated by the facility.
 3. Notify Shift Supervisor.
 4. Notify law enforcement as soon as possible.
 5. Complete a DOC-2466.

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 a procedure 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 may 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. Date(s) 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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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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