

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.75	Page 1 of 3
	Original Effective Date: 07/14/14	New Effective Date: 09/17/18
	Supersedes: 300.00.75	Dated: 07/14/14
	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 Administration		
Subject: Climate Reporting		

POLICY

The Division of Adult Institutions shall share information, monitor and document facility activities through the use of a weekly climate report.

REFERENCES

Climate Reporting User Guide

DEFINITIONS, ACRONYMS, AND FORMS

DOC-1826 – Institution Climate Report (SharePoint Version)

FACILITY PROCEDURE**I. General**

Facilities shall designate staff responsible for the completion of the DOC-1826 in SharePoint. Entries shall be made by the Friday following the end of the reporting period.

II. Climate Report Completion

- A. Designated staff shall access SharePoint at:
<https://share.corrections.wisconsin.gov>
- B. Reporting periods are Monday thru Sunday for items in the Institution Information section.
- C. Reporting periods are Sunday thru Saturday for the items in the Staff Information section.
- D. Designated staff shall use information submitted from various areas to complete DOC-1826.
- E. A value must be entered in all required fields on the DOC-1826 in the SharePoint before the form can be saved.
- F. Enter the "From" date which must be a Monday. The end date auto populates.
- G. Information not required in the pre-determined fields may be entered in the Unusual Incident or Special Concerns boxes.

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III. Facilities Shall:

- A. Designate staff to enter information.
- B. Establish the reporting areas within the facility.
- C. Ensure all required information has been entered.
- D. Complete the DOC-1826 no later than 4:30 PM on Friday of the following week.
- E. Designate staff to review trends and address concerns.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.75	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administration		
Subject: Climate Reporting		
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