

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 302.00.20	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 10/15/99	<b>New Effective Date:</b> 07/01/18
	<b>Supersedes:</b> 302.00.20	<b>Dated:</b> 03/01/18
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 302 Inmate Classification, Sentence and Release Provisions		
<b>Subject:</b> Placement of Juveniles in Adult Correctional Sites		

**POLICY**

The Division of Adult Institutions shall not house juveniles in adult correctional facilities.

**REFERENCES**

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

**DEFINITIONS, ACRONYMS, AND FORMS**

Adjudicated Delinquent or Juvenile – A person less than 18 years of age determined by a juvenile court to have violated any state or federal law.

Administrative Discharge – The process whereby the Division of Juvenile Corrections Office of Juvenile Offender Review requests that the DJC Administrator discharges a youth from the juvenile order prior to the expiration date of that order.

ATR – Alternative to Revocation

CLS – Copper Lake School

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DCC – Division of Community Corrections

DCC Hold Status – Juveniles or adults under community supervision of DCC or DJC who have not been revoked.

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

Dual Commitment Youth – An inmate that has an adult sentence running concurrent with a juvenile commitment.

Juvenile – A person less than 18 years of age.

LHS – Lincoln Hills School

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MSDF – Milwaukee Secure Detention Facility

SJO – Serious Juvenile Offender Order-A five year juvenile commitment order during which time a juvenile may be confined at LHS/CLS for a total of three years (1095 days) within that five year timeframe.

STF – Sturtevant Transitional Facility

TCI – Taycheedah Correctional Institution

Type 1 – A secure juvenile correctional facility (LHS or CLS)

Type 1 Days – The days that a youth is confined to LHS or CLS.

WRC – Wisconsin Resource Center

## **PROCEDURE**

### **I. Placement of Adjudicated Juveniles or Juveniles Sentenced as Adults**

- A. Adjudicated juveniles who are less than 18 years of age shall not be admitted to a DAI facility or the WRC.
- B. Juveniles sentenced as adults shall be admitted to LHS or CLS and transferred to a DAI facility at age 18.
- C. DCI or TCI admission staff shall make appropriate notifications to DAI and DJC facility staff regarding admission of these adjudicated juveniles or juveniles sentenced as adults to DCI or TCI.
- D. Fingerprinting, photographing and collection of required intake demographics for juveniles sentenced as adults shall occur at DCI or TCI prior to the juvenile's transfer to LHS/CLS. They shall not be admitted to DCI or TCI for completion of these processes.
- E. Inmates placed at LHS or CLS pursuant to Section I. B. shall be classified in accordance with Wisconsin Administrative Code Ch. DOC 302.
- F. Juveniles with a DCC Hold status shall not be accepted at any DAI facility including MSDF and STF.
- G. Juveniles shall not be placed at any DAI facility for ATR programming.
- H. Adult sentenced youth with a concurrent SJO order shall be admitted to LHS/CLS and retained in a DJC facility until they exhaust their three years of Type 1 time.

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- I. Transfer of a dual commitment youth to DAI prior to the expiration of their Type 1 days shall be reviewed on a case by case basis. These inmates may also be reviewed for administrative discharge from their juvenile order by the DJC Administrator if deemed inappropriate for retention in a DJC facility.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b> 00/00/00	<b>DAI Policy Number:</b> 302.00.20	<b>Page</b> 4 of 4
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<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**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