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|  <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p> | DAI Policy #: 303.00.03 | Page 1 of 4 |
| | Original Effective Date: 05/27/15 | New Effective Date: 08/17/23 |
| | Supersedes: 303.00.03 | Dated: 10/18/21 |
| | Administrator's Approval: Sarah Cooper, Administrator – 07/27/23 | |
| Required Posting or Restricted: | | |
| <input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted | | |
| Chapter: 303 Discipline | | |
| Subject: Temporary Lock Up | | |

POLICY

The Division of Adult Institutions shall have a process for temporary removal of PIOC from general population whose presence may create a danger to the physical safety of others, create a disruption, impede an investigation or create an escape risk.

REFERENCES

Wisconsin Administrative Code s. DOC 303.10 – Temporary Lock Up – Use

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-67 – Notice of Inmate Placed in Temporary Lockup

DOC-68 – Review of Offender in Temporary Lockup

Mental Health Codes – Designation made by PSU staff in WICS which identifies PIOC who are not on the mental health caseload (MH-0), on the mental health caseload but not with serious mental illness (MH-1), with serious mental illness (MH-2a or MH-2b) or intellectually disabled (ID).

PIOC – Persons in Our Care

Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist-Licensed, Psychological Associate A or B, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker or any other clinical classification that is directly supervised by Psychological Services.

Temporary Lock Up (TLU) – A temporary non-punitive status allowing a PIOC to be separated from the general population pending further administrative action.

WCCS – Wisconsin Correctional Center System

WICS – Wisconsin Integrated Corrections System

WWCS – Wisconsin Womens Correctional System

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PROCEDURE

I. **General Guidelines**

- A. TLU placements shall be conducted in compliance with Wisconsin Administrative Code s. DOC 303.10 and be accomplished with least restrictive means available to maintain order and safety.
- B. The facility may place or retain a PIOC in TLU for one or more of the following reasons:
 1. The PIOC's presence in general population may create a danger to the physical safety of the PIOC or another.
 2. The PIOC's presence in general population may be disruptive to the operation of the facility.
 3. The PIOC's presence in general population may impede a pending investigation or disciplinary action.
 4. The PIOC's presence in general population may create a risk that the PIOC shall try to escape from the facility.
 5. If the PIOC completes disciplinary separation or administrative confinement and is awaiting placement at the appropriate security level or status.
- C. A Security Supervisor, Security Director, Correctional Center Superintendent or Warden may place a PIOC in TLU status.
 1. A Security Supervisor shall be present when placing a PIOC in TLU.
 2. TLU placements at WCCS/WWCS facilities shall have a Security Supervisor present to supervise TLU placement whenever possible.
- D. Staff making placement shall complete DOC-67 at the time of placement. On the form, staff shall identify:
 1. Reason(s) for placement.
 2. Mental health code.
 3. The PIOC's response.
 4. Location of TLU placement and rationale for location.
- E. The Security Director/designee shall review all TLU placements within two working days.
 1. The review shall include consultation with PSU staff regarding placement and conditions of confinement if the PIOC has a mental health code of MH-2A, MH-2B or ID. If there is disagreement about placement or conditions, the matter shall be referred to the Warden/designee for decision.
 2. Placement shall be continued only if less restrictive placements are not appropriate.
 3. The Security Director/designee shall document reasons for ending or continuing TLU placement on the DOC-67.

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- F. The Security Director/designee shall review TLU placements (DOC-68) at least every seven days to determine whether TLU continues to be appropriate. If the placement is no longer necessary, the placement may be ended at any time.
- G. Original TLU placement shall not exceed 21 days without approval from the Warden/designee, who may extend the placement for up to an additional 21 days.
- H. The DAI Administrator may extend a PIOC's time in TLU after the Warden/designee extension.
- I. Written notification shall be provided to the PIOC if extended past 21 days.
- J. TLU time shall not be considered time served for disciplinary penalty purposes.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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| Facility: Name | | |
| Original Effective Date: | DAI Policy Number: 303.00.03 | Page 4 of 4 |
| New Effective Date: 00/00/00 | Supersedes: 303.00.03 | Dated: 05/27/15 |
| Chapter: 303 Discipline | | |
| Subject: Temporary Lock Up | | |
| 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.
 - 1.
 - a.
 - B.
 - C.

- II.
 - A.
 - B.
 - C.