

 <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> 306.00.51	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 09/01/16	<b>New Effective Date:</b> 07/1/18
	<b>Supersedes:</b> 306.00.51	<b>Dated:</b> 09/01/16
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
	<b>Required Posting or Restricted:</b>  <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Single Occupancy Cell Placement		

**POLICY**

The Division of Adult Institutions shall ensure the safety and security of the inmate and facility by assessing the need for single occupancy cells. Every inmate is presumed to be unrestricted and able to house/cell with any other assigned inmate, unless documented evidence exists to determine otherwise.

**REFERENCES**

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

DAI Policy 500.70.14 – Mental Health Multidisciplinary Teams

**DEFINITIONS, ACRONYMS, AND FORMS**

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2466 – Incident Report (WICS)

DOC-2762 – Single Occupancy Cell Recommendation of Inmate

Extended Single Occupancy – More than 30 days but less than 12 months as designated by the Warden/designee.

Single Occupancy Cell – Any cell within the facility where an inmate is assigned to be housed individually.

**PROCEDURE****I. General Guidelines**

- A. An inmate may be assigned a temporary (less than 30 days) or extended (more than 30 days) single occupancy cell for the following needs:
  1. Medical.
  2. Mental health.
  3. Security.
- B. Single occupancy cells may be recommended by any DOC staff member. Staff shall document the need as follows:
  1. HSU – Medical Chart and initiate DOC-2762.

<b>DAI Policy #:</b> 306.00.51	<b>New Effective Date:</b> 07/01/18	<b>Page</b> 2 of 4
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Single Occupancy Cell Placement		

2. PSU – Clinical notes and initiate DOC-2762.
  3. All other staff shall complete a DOC-2466.
- C. All recommendations for single cell occupancy shall be reviewed at multi-disciplinary meetings.
- D. An inmate may be placed in a single occupancy cell pending approval per Section II below by the following staff:
1. Warden.
  2. Deputy Warden.
  3. Security Director.
  4. Superintendent.
  5. Security Supervisor.
  6. Psychology Supervisor.
  7. Unit Manager.
  8. Health Services Manager/designee.
- II. Referral Process for Single Occupancy Cell Placement**
- A. The assignment of either a temporary or extended single occupancy cell shall be made on the basis of professional assessment and relevant information available at the time.
- B. The process for such an assignment shall be as follows:
1. A DOC-2762 shall be completed by the staff recommending single cell occupancy and forwarded to the Deputy Warden/designee to begin the review process.
  2. The Deputy Warden/designee shall present the DOC-2762 to a multi-disciplinary team for review and recommendation as indicated in DAI Policy 500.70.14.
  3. The multi-disciplinary team shall conduct a thorough review of the inmate's history which may include:
    - a. Medical.
    - b. Psychological.
    - c. Social Services.
    - d. Security related history.
  4. Reviews shall be completed in a manner to ensure confidentiality is maintained.
  5. Reviews may include meeting with the inmate.
  6. Upon the completion of the review, the multi-disciplinary team shall forward the DOC-2762 to the Warden/designee with recommendations and justification for the approval or denial of placement into a single occupancy cell and the duration of the placement.
  7. The Warden/designee shall make a decision on the DOC-2762.
  8. Facilities shall designate the staff member responsible for entering this information into WICS Special Handling module.

<b>DAI Policy #:</b> 306.00.51	<b>New Effective Date:</b> 07/01/18	<b>Page</b> 3 of 4
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Single Occupancy Cell Placement		

- C. Review of an extended single occupancy cell placement
1. Each placement shall be reviewed at the completion of the designated period which shall not exceed 12 months or upon transfer to another facility.
  2. The multi-disciplinary team shall conduct a review and document justification for extending or removing the placement utilizing DOC-2762, Section B, and forwarding it to the Warden/designee for final decision.
  3. The Warden/designee shall approve the removal or extension of the placement.
  4. Inmates being removed from a placement shall be notified of the effective date of the removal.
- D. Inmates assigned a single occupancy cell placement for an extended period of time in a maximum security facility shall be considered for placement in a double occupancy cell prior to placement in a medium or minimum security facility.
- E. Recommended transfer of inmates with single occupancy cell placements to another site requires coordination with Classification staff and the receiving 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> 306.00.51	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Single Occupancy Cell Placement		
<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