

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 306.22.23	Page 1 of 3
	Original Effective Date: 01/02/03	New Effective Date: 05/15/16
	Supersedes: 306.22.23	Dated: 07/27/11
	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: 306 Security		
Subject: Suspension of Rules		

POLICY

The Division of Adult Institutions shall develop a process for suspension of all Administrative Rules in an emergency or disturbance.

REFERENCES

Wisconsin Statutes s. 302.04 – Duties of Wardens and Superintendents

Wisconsin Statutes s. 302.07 – Maintenance of Order

Wisconsin Administrative Code s. DOC 306.07 – Use of Force

Wisconsin Administrative Code s. DOC 306.08 – Use of Firearms

Wisconsin Administrative Code s. DOC 306.09 – Use of Incapacitating Agents

Wisconsin Administrative Code s. DOC 306.22 – Emergency

Wisconsin Administrative Code s. DOC 306.23 – Disturbance

DAI Policy 306.07.01 – Use of Force

DAI Policy 306.08.01 – Firearms and Incapacitating Agents Training

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

PROCEDURE**I. General Guidelines**

- A. In consultation with the DAI Administrator, the Warden/Superintendent may suspend the administrative rules or any part thereof, except Wisconsin Administrative Code s. DOC 306.07, 306.08 and 306.09, until the emergency or disturbance is ended and order is restored to the facility.
- B. Notice of the suspension of administrative rules shall be provided to all staff and inmates.
- C. Facility activities and movement shall be determined based on the safety and security of the staff, inmates and public.
- D. In the event of a disturbance, provision shall be made for medical care.
- E. All staff and inmates shall be notified when the facility shall return to normal operation and the administrative rules are in force.

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II. After Action Review

A. Disturbance/Emergency

1. The DAI Administrator and Warden/Superintendent will select and convene a review panel.
2. In case of a major disturbance, the DOC Secretary and/or DAI Administrator may designate an outside agency or public member to serve on the panel.
3. The Warden's designee shall compile and draft an initial after action report and submit to the panel.
4. Once the report is complete, panel members may ask for additional information or request further investigation.
5. The final report shall be submitted to the DOC Secretary and DAI Administrator.

B. Injury/Death Due to Discharge of a Firearm

1. A review panel shall be convened and consist of the following:
 - a. Two members designated by the DOC Secretary:
 - i. Member of the public.
 - ii. DOC staff who shall serve as chairperson.
 - b. Two members designated by the DAI Administrator:
 - i. Member of his or her Central Office staff.
 - ii. Member of the public.
 - c. One staff member of the facility where the incident occurred designated by the Warden/Superintendent.
2. The Warden's appointee shall compile and draft an initial report of the incident and submit to review panel.
3. The review panel shall use the following procedure:
 - a. The DOC appointee acting as chairperson shall determine course of action when reviewing the initial report.
 - b. Review panel members may perform an on-site investigation.
 - c. Review panel members may ask for additional information or request further investigation.
 - d. The review panel shall submit a written report to the DOC Secretary to include the facts relevant to the incident and states an opinion as to whether these rules were complied with relating to the use of force.

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 306.22.23	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 306 Security		
Subject: Suspension of Rules		
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.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other