

 <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> 309.00.08	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 02/02/98	<b>New Effective Date:</b> 03/15/16
	<b>Supersedes:</b> 309.00.08	<b>Dated:</b> 09/17/10
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> In Memoriam Visit, Video/Audio Recording Review		

## POLICY

The Division of Adult Institutions shall develop a process which may allow inmates the opportunity to participate in an in memoriam or video/audio recording review of a community memorial service in the event of the death of a close family member.

## REFERENCES

Wisconsin Administrative Code s. DOC 309.02 (4) – Close Family Member

## DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

In Memoriam Visit – A memorial service visitation for an inmate's recently deceased close family member.

## PROCEDURE

### I. General Guidelines

- A. An inmate who has experienced the recent death of a close family member may be offered the opportunity to participate in an in memoriam visit or video/audio recording review of the community memorial service.
- B. In memoriam visits shall be held at the facility where the inmate is housed.
- C. Items associated with a funeral, e.g., remains, caskets, urns, flowers shall not be allowed into the facility. The Security Director shall review any requests for items to be brought in.

### II. Processing Request

- A. Inmate may submit request to the Chaplain/designee for an in memoriam visit and/or video/audio recording review. The request shall include:
  1. Relationship to the deceased.
  2. Information regarding the death.
  3. Requested visitor(s) at the in memoriam visit or video/audio recording review.
- B. Upon receipt of the request, Chaplain/designee shall:
  1. Verify the death.

<b>DAI Policy #:</b> 309.00.08	<b>New Effective Date:</b> 03/15/16	<b>Page</b> 2 of 3
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> In Memoriam Visit, Video/Audio Recording Review		

2. Verify the relationship of the inmate to the deceased per Wisconsin Administrative Code 309.02(4).
    - a. Receive requested list of visitors for attendance.
    - b. Visitors shall be on the approved visiting list; however, exceptions may be made by the Warden/designee if proposed visitor passes a background check.
  3. Receive and ensure review of video/audio recording of community memorial service.
- C. Chaplain/Designee shall provide a recommendation and reasons for approval/denial to Warden/designee:
1. Visitor Information, including special/extended visiting information.
  2. Visit details or video/audio reviewing information.
- D. Upon receiving the decision of the Warden/designee, Chaplain/designee shall notify all parties involved of approval/denial of in memoriam visit or video/audio recording review.
- E. If approved, Chaplain/designee shall:
1. Designate in memoriam visitation day and time, approved visitors in attendance and viewing media.
  2. Arrange for supervision of in memoriam visit or video/audio recording review.
  3. Conduct in memoriam visit or video/audio recording review.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Cathy A. Jess, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 309.00.08	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> In Memoriam Visit, Video/Audio Recording Review		
<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