

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.00.08	Page 1 of 3
	Original Effective Date: 02/02/98	New Effective Date: 05/09/22
	Supersedes: 309.00.08	Dated: 11/04/19
	Administrator's Approval: Sarah Cooper, Administrator 5/1/22	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Death Bed and Memorial Visitation within a Facility		

POLICY

The Division of Adult Institutions shall develop a process allowing inmates the opportunity to participate in a death bed video visit or a memorial within the facility, in the event of the death of a close family member.

REFERENCES

Wisconsin Administrative Code s. DOC 309.02 (4) – Close Family Member
DAI Policy 325.00.02 - Temporary Release Under Supervision – Funeral and Death Bed Visits

DEFINITIONS, ACRONYMS AND FORMS

Close Family Member – Close family member under ss. DOC 309.08 and 309.41 to 309.49 means the inmate's natural, adoptive, step, and foster parents; spouse, children, grandparents, grandchildren, or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster, or stepparent.

DAI – Division of Adult Institutions

Death Bed Video Visit – Inmate visit via a live web service with a terminally ill close family member for whom death is imminent.

DOC – Department of Corrections

Live Feed of Community Memorial – Non-interactive viewing of community memorial via a live web service coordinated by a funeral director/officiant.

Recorded Memorial – Public funeral, wake or memorial service conveyed to facility after event conclusion via audio-visual media storage instrument (e.g. digital USB device).

PROCEDURE**I. General Guidelines**

- A. An inmate who is ineligible to attend a death bed visit under DAI policy 325.00.02, may request the opportunity to participate in a death bed video visit.

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- B. An inmate who has experienced the recent death of a close family member may request the opportunity to memorialize the deceased family member within the facility in the following ways:
1. Live feed of community memorial.
 2. View a recorded memorial.
 3. Have a visit with close family member(s) for the purpose of memorializing the deceased family member; may include viewing a recorded memorial.

II. Processing Request

- A. Facilities shall establish procedures for:
1. Verification of relationship to the terminally ill or deceased family member.
 2. Verification of terminal illness or death.
 3. Visitor(s) requesting to attend memorial within the facility.
 4. Receiving and returning recorded memorial.
 5. Security review of recorded memorial prior to inmate viewing.
 6. Time limits as applicable.
 7. Method of staff supervision.
 8. Arrangements for live feed i.e. verified professional source.
- B. Visitor(s) shall be on the approved visiting list; exceptions may be made by the Warden/designee.
- C. The Security Director shall review any requests for items to be brought in. Remains, caskets, urns and flowers shall not be allowed into the facility.
- D. Inmate may request the Chaplain/designee facilitate religious observance within visit.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.00.08	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: Death Bed and Memorial Visitation within a Facility		
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.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other