

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.02	Page 1 of 3
	Original Effective Date: 06/13/07	New Effective Date: 03/01/17
	Supersedes: 309.55.02	Dated: 02/13/14
	Administrator's Approval: Jim Schwochert, Administrator	
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: Lay-In and Sick Cell Status		

POLICY

The Division of Adult Institutions shall establish and maintain a uniform process to manage inmates who request or medically require time off from work or program assignment.

REFERENCES

Wisconsin Administrative Code s. DOC 309.55 – Compensation

Wisconsin Administrative Code Ch. DOC 316 – Copayment

DEFINITIONS, ACRONYMS, AND FORMS

Assignment Supervisor – Inmate work or program supervisor/designee.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-98A – Accident Report – Offender

DOC-3332B – Medical Restrictions/Special Needs

DOC-3504 – Infection Control: Patient and Employee Precautions

HSU – Health Services Unit

Lay-In – Non-paid status indicating the inmate has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in will be on room confinement until the start of next work or program assignment.

Sick Cell – Paid status at involuntary unassigned rate. Sick cell status must be designated by Health Service staff. HSU will determine directions regarding activities for sick cell and it will be communicated per DOC-3332B.

PROCEDURE

- I. Inmates requesting lay-in shall report each day to their assignments to request lay-in from assignment supervisor. Housing unit staff shall notify the assignment supervisor when an inmate is obviously too ill or injured to report to the work site.

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- II. Assignment supervisor shall:
 - A. Determine if lay-in status is granted.
 - B. Monitor and track inmate requests for lay-in.
 - C. Notify housing unit of inmate lay-in status.
- III. Lay-in status shall include room confinement until the next work or program assignment.
- IV. Housing Unit staff shall monitor inmate lay-in and sick cell status compliance.
- V. On the third consecutive day of lay-in, the assignment supervisor shall notify HSU.
 - A. HSU shall complete a face-to-face assessment with the inmate that day.
 - B. Copayment shall apply.
 - C. HSU staff shall determine sick cell status, notify assignment supervisor, and complete DOC-3332B and DOC-3504, if applicable.
 - D. If there is no nurse on site for a face-to-face assessment, a call shall be placed to the Nurse Clinician 4 (Centers only) or on-call nurse to determine the medical status and level of care needed.
- VI. Sick cell activity shall be determined by the HSU. Sick cell pay status shall not be in effect until the inmate is assessed by HSU.
- VII. Work related injuries reported on a DOC-98A shall not affect pay status.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.55.02	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: Lay-In and Sick Cell Status		
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