



# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Cathy A. Jess

November 30, 2018

Dear Members of the Juvenile Corrections Study Committee,

Thank you for your membership on the Juvenile Corrections Study Committee. Your hard work creating the recommendations for the Department of Corrections for the Secure Residential Care Centers for Children and Youth was a useful tool as the Department works to meet its obligations under 2017 Act 185 to promulgate an emergency rule governing these new facilities.

Wisconsin Statutes Chapter 227 provides an opportunity for comment on emergency rules after rule promulgation. To allow the greatest opportunity for review and comment, the Department is also providing a copy of the draft emergency rule prior to promulgation for your review and feedback. The draft is enclosed and available for review on the Department's website, <https://doc.wi.gov/Pages/AboutDOC/Act185.aspx>.

Act 185 requires the Department to submit the draft emergency rule to the Governor no later than December 17, 2018. To meet this statutory obligation, the Department respectfully requests all comments on the draft rule be submitted by December 10, 2018. Comments may be submitted to [DOCWIAct185@wisconsin.gov](mailto:DOCWIAct185@wisconsin.gov) or online at <https://doc.wi.gov/Pages/AboutDOC/Act185.aspx>.

Sincerely,

Cathy A. Jess  
Secretary

## WISCONSIN DEPARTMENT OF CORRECTIONS PROPOSED EMERGENCY RULE MAKING ORDER

### INTRODUCTORY CLAUSE

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The statement of scope for this emergency rule was approved by the Governor on May 8, 2018, published as Scope Statement No. 051-18 in Register No. 749A3 on May 21, 2018, and approved by Secretary Jon Litscher on June 4, 2018.

The Wisconsin Department of Corrections proposes an emergency rule order to create Chapter DOC 347, Secured residential care centers for children and youth.

***Finding of emergency:*** The objective of this rule-making order is to establish an emergency rule in response to the creation of 2017 Wisconsin Act 185, which authorizes the design and construction of secured residential care centers for children and youth. Pursuant to 2017 Act 185, published March 31, 2018, notwithstanding sections 227.24 (1) (a) and (3) of the statutes, the Department of Corrections is not required to provide evidence that promulgating a rule under this subsection as an emergency rule is necessary for the preservation of the public peace, health, safety, or welfare and is not required to provide a finding of emergency for a rule promulgated under this subsection.

### PLAIN LANGUAGE ANALYSIS

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Pursuant to 2017 Wisconsin Act 185, the Department of Corrections is required to promulgate emergency rules for Secured Residential Care Center for Children and Youth operated by a county, Indian tribe, or child welfare agency. This emergency rule establishes standards for the approval, design, construction, repair, maintenance, and operation of a Secure Residential Care Center for Children and Youth. The rule also establishes standards for services, programming, and uniform data reporting requirements for these facilities. It further recognizes the need to protect the health, safety, and welfare of youth placed in these facilities and incorporates the Department of Corrections' initiatives towards successful reentry of youth into the community. This emergency rule:

- a. Creates provisions to protect and provide security to youth and staff.
- b. Incorporates trauma-informed principles and best youth correctional practices.
- c. Establishes structured programs and services that incorporate community partnerships, vocational opportunities, independent living, life skills, leisure, and recreation activities.
- d. Provides youth access to family and social supporters and involves them in programming and activities.
- e. Establishes opportunities for family and social supporters to provide recommendations to the facility concerning programs, services, and operations.
- f. Establishes complaint and grievance procedures for youth and family members.
- g. Includes various definitions and provisions relating to the operation and design of a facility.
- h. Establishes procedures for entities to request a variance of a standard under the chapter.
- i. Incorporates minimum construction and physical environment requirements.

- j.** Establishes case planning and treatment that incorporates evidence-based practices which engages youth, family, and social supporters in an overall treatment approach.
- k.** Ensures facilities coordinate with local school districts to ensure youth have access to education.
- l.** Provides standards for documenting education of youth.
- m.** Establishes uniform data reporting requirements as required by the Department of Corrections.
- n.** Establishes admission criteria, screening, classification, assessment, release, and reentry standards.
- o.** Establishes minimum staffing and training requirements for facilities.
- p.** Incorporates health and mental health care requirements including screening, assessments, medical and dental care, mental health care, informed consent, suicide and self-harm prevention, and the administration of medication.
- q.** Provides records storage, reporting, and documentation requirements.
- r.** Requires entities to establish a youth conduct system that includes incentives for positive behavior and prohibits dispositions that are contrary to the rehabilitation of youth.
- s.** Establishes requirements concerning hygiene and sanitation.
- t.** Provides flexibility for facilities to be physically collocated with other facility types and identifies specified physical spaces that can be shared.
- u.** Disallows physical and visual contact between youth and adult inmates.
- v.** Requires an approved written operation plan and identifies required policy and procedures within the plan.

## TEXT OF EMERGENCY RULE

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**SECTION 1:** Chapter DOC 347 is created to read:

### Chapter DOC 347

#### SECURED RESIDENTIAL CARE CENTERS FOR CHILDREN AND YOUTH

##### **Subchapter I – General Provisions**

- DOC 347.01 Purpose.
- DOC 347.02 Authority.
- DOC 347.03 Applicability.
- DOC 347.04 Definitions.
- DOC 347.05 Variance.
- DOC 347.06 Records and reporting.
- DOC 347.07 Data reporting.
- DOC 347.08 Operational Plan.

##### **Subchapter II – Facility & Physical Environment**

- DOC 347.09 Construction plans.
- DOC 347.10 Physical environment.

##### **Subchapter III – Admission and Release**

- DOC 347.11 Admission criteria.
- DOC 347.12 Admission and screening.
- DOC 347.13 Classification.
- DOC 347.14 Assessment.
- DOC 347.15 Off-grounds leave.
- DOC 347.16 Release and reentry.

##### **Subchapter IV – Staffing**

- DOC 347.17 Staffing.
- DOC 347.18 Training.

##### **Subchapter V – Food Service and Nutrition.**

- DOC 347.19 Food service.
- DOC 347.20 Meals.

##### **Subchapter VI – Health and Mental Health Care.**

- DOC 347.21 Health screening.
- DOC 347.22 Health care assessment.
- DOC 347.23 Medical care.
- DOC 347.24 Informed consent.
- DOC 347.25 Mental health care.
- DOC 347.26 Suicide and self-harm prevention.
- DOC 347.27 Dental health care.
- DOC 347.28 Medications.
- DOC 347.29 Medical records.

**Subchapter VII – Resources for Children and Youth**

- DOC 347.30 Clothing, towels, and bedding.
- DOC 347.31 Commissary services
- DOC 347.32 Mail.
- DOC 347.33 Communication.
- DOC 347.34 Visitation.
- DOC 347.35 Publications.
- DOC 347.36 Religion.
- DOC 347.37 Legal access.
- DOC 347.38 Grievance procedure.

**Subchapter VIII – Programs and Services**

- DOC 347.39 General.
- DOC 374.40 Community partnerships for programming.
- DOC 374.41 Education.
- DOC 347.42 Vocational opportunities.
- DOC 347.43 Independent living and life skills programming.
- DOC 374.44 Leisure activities, recreation, and exercise.
- DOC 347.45 Youth, family, and social supporter engagement.
- DOC 347.46 Personal items.

**Subchapter IX – Safety and Security**

- DOC 347.47 Security practices.
- DOC 347.48 Observation of youth.
- DOC 347.49 Administrative Confinement.
- DOC 347.50 Use of force.
- DOC 347.51 Use of restraints.
- DOC 347.52 Fire safety and emergency preparedness.

**Subchapter X – Youth Conduct**

- DOC 347.53 Youth conduct.
- DOC 347.54 Disciplinary Hearings.
- DOC 347.55 Dispositions.

**Subchapter XI – Hygiene and Sanitation**

- DOC 347.56 Hygiene.
- DOC 347.57 Sanitation.

**Subchapter XII – Collocated Facilities**

- DOC 347.58 Staffing of collocated facilities.
- DOC 347.59 Physical space.
- DOC 347.60 Sight and sound separation.

## Subchapter I – General Provisions

**DOC 347.01 Purpose.** The purpose of this chapter is to:

- (1) Establish standards for the approval, design, construction, repair, maintenance, and operation of secured residential care centers for children and youth.
- (2) Establish standards for services, programming, and uniform data reporting requirements for counties or Indian tribes that operate or contract with a child welfare agency to operate a secured residential care center for children and youth.

**DOC 347.02 Authority.** This chapter is promulgated under the authority of ss. 301.36 (1), 301.37 (1), 938.22 (2) (a) and 938.48 (16) (b), Stats.

**DOC 347.03 Applicability.** The provisions of this chapter apply to secured residential care centers for children and youth.

**DOC 347.04 Definitions.** In this chapter:

- (1) "Assessment" means a process for identifying the risks, needs and protective factors of youth by using an objective and validated assessment tool.
- (2) "Body cavity search" means a manual inspection of the anal or vaginal cavity of a youth conducted by means of any instrument, apparatus, finger or object.
- (3) "Classification" means a process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.
- (4) "Department" means the department of corrections.
- (5) "Detention strength" means strong enough to resist damage a youth could inflict with tools or equipment that would normally be in his or her possession.
- (6) "Exercise space" means a room or an area in a facility that is dedicated for youth exercise and recreation.
- (7) "Force" means the exercise of strength or power to overcome resistance or to compel another to act or to refrain from acting in a particular way. It includes the use of physical force and mechanical restraints.
- (8) "Health care assessment" means a process whereby an individual's health status is evaluated by a qualified health care professional through a physical examination, including questioning the patient about symptoms.
- (9) "Holding room" means a secure room designed for holding one or more youth of the same gender for the purpose of processing admissions, releases, investigations or court appearances not to exceed four hours.
- (10) "Key" means any device that is used to operate a lock.
- (11) "Master control" means a secure location that serves as a monitoring and control center for communications, life safety, security systems, and general building movement patterns, including entries and exits through the main security envelope of the facility.
- (12) "Mechanical restraint" means any device attached to a youth's body that restricts freedom of movement or normal access to his or her body.
- (13) "Multipurpose room" means activity areas designed and used for programming and congregate assembly other than visiting. Multi-purpose rooms do not include sleeping rooms, day rooms, dormitories, classrooms, or recreation spaces.
- (14) "Natural light" means direct or indirect illumination as provided by the sun or daylight.
- (15) "Pat down search" means an inspection by running the hands over the clothed body of a youth by a

staff member to determine whether he or she possesses contraband.

**(16)** "Privileged mail" means any written materials between a youth and an attorney.

**(17)** "Qualified health care professional" means physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.

**(18)** "Qualified mental health care" professional means psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.

**(19)** "Receiving room" means a secure room designed and used as a sleeping room for one youth during admission, release, observation or investigatory purposes not to exceed 72 continuous hours.

**(20)** "Room Restriction" means the involuntary confinement of a youth alone in a room or other area.

**(21)** "Sleeping room" means a room designed and used as a sleeping room for one person confined in a facility except that when the facility meets the conditions for double occupancy under s. DOC 347.10 (3) (b).

**(22)** "Sally port" means a secure, controlled entryway to a facility.

**(23)** "Screening" means a structured inquiry and observation to prevent newly arrived youth who pose a health or safety threat to themselves or others from being admitted to the general population and to identify youth who require immediate medical attention.

**(24)** "Secure perimeter of the facility" means the secure outer boundaries of a secure residential care center for children and youth.

**(25)** "Secured residential care center for children and youth" or "facility" has the meaning given in s. 938.02 (15g).

**(26)** "Security staff" means staff who are responsible for providing in person supervision of and interacting with youth in housing units, recreational areas, dining areas and other program areas of the facility.

**(27)** "Sensory room" means a specialized area designed to provide sensory stimulation that helps facilitate relaxation and develop self-regulation routine to cope with stressful situations.

**(28)** "Social supporters" includes parents or guardians, foster parents, legal custodians, siblings, other family members, the parents of a youth's child, the youth's child, mentors, community-based service providers, educators, clergy members, and other caring and supportive individuals who are a reliable presence for the youth.

**(29)** "Strip search" means a search in which a person is required to remove all clothes. Permissible inspection includes examination of the person's body and clothing and visual inspection of body cavities.

**(30)** "Trauma-informed" means an approach to engaging people with histories of trauma that recognizes the presence of trauma symptoms and acknowledges the role that trauma has played in their lives.

#### **DOC 347.05 Variance.**

**(1)** The department may grant a variance to a requirement found in this chapter, except that no variance may be granted for any requirement to the provisions of s. DOC 347.10 (3) (b), or requirements specifically imposed by Wisconsin Statutes or federal law or regulation.

**(2)** In order to obtain a variance, the agency shall demonstrate in writing that the variance provides equivalent or better protection for the health, safety, rights, and welfare of youth or the public.

**(3)** The department may impose specific conditions including reasonable time limits on a variance in order to protect the health, safety, rights, and welfare of youth and the public.

**(4)** Violation of any condition under which a variance is granted constitutes a violation of this chapter. Upon finding that there has been a violation of a condition of the variance, the department may revoke the variance and require strict enforcement of the rule.

**(5)** Any variance granted does not set a precedent.

**DOC 347.06 Records and reporting.**

- (1) REGISTER OF YOUTH. Each facility shall keep a register of all youth. The register shall contain identifying information on each youth, including name, residence, age, sex, race, court order, time and cause of placement, placing authority, and time of release and releasing authority.
- (2) STORAGE OF RECORDS. Records shall be kept in a secure location and maintained in a confidential manner in accordance with s. 938.396, Stats., and any other applicable federal or state law.
- (3) REPORTING REQUIREMENTS. The facility shall notify the department's regional detention facilities specialist within 48 hours after any of the following events occur:
- (a) A youth dies.
  - (b) A youth is admitted to a hospital.
  - (c) A youth receives off-site medical attention due to an assault or use of force.
  - (d) A staff member is admitted to the hospital due to an injury caused by youth assault or use of force.
  - (e) A youth escapes or attempts to escape from secure custody.
  - (f) There is significant damage to the facility affecting the safety or security of the facility.
- (4) DOCUMENTATION. The facility shall document the date, time, and circumstances of all of the following events involving youth:
- (a) All medication errors.
  - (b) All use of force incidents.
  - (c) All sexual abuse, sexual harassment, and retaliation allegations.
- (5) DEPARTMENT REQUESTS. The facility shall promptly furnish to the department all requested information.

**DOC 347.07 Data Reporting.** The facility shall enter data into a uniform data collection system, as determined by the department that can be accessed by authorized juvenile justice officials in order to monitor facility compliance with all applicable regulations and assess facility performance in successfully rehabilitating youth.

**DOC 347.08 Operational Plan.**

- (1) Before a facility may accept youth, it shall develop a written operational plan which has been approved by the department under s. 938.22 (2) (a), Stats. No plan may be implemented until the department has approved the plan.
- (2) The operational plan shall contain policies and procedures for the operation of the facility. The policies and procedures shall include the standards set forth in ss. DOC 347.06, DOC 347.13, DOC 347.16, DOC 347.19, DOC 347.20, DOC 347.21, DOC 347.22, DOC 347.25, DOC 347.27, DOC 347.28, DOC 347.29, DOC 347.30, DOC 347.31, DOC 347.32, DOC 347.33, DOC 347.34, DOC 347.35, DOC 347.36, DOC 347.38, DOC 347.41, DOC 347.42, DOC 347.44, DOC 347.45, DOC 347.47, DOC 347.48, DOC 347.49, DOC 347.50, DOC 347.51, DOC 347.52, DOC 347.53, DOC 347.54, DOC 347.56, and DOC 347.57.
- (3) The operational plan shall comply with the standards specified in this chapter.
- (4) The facility shall implement the operational plan consistent with the requirements of this chapter.

**Subchapter II – Facility and Physical Environment**

**DOC 347.09 Construction plans.**

- (1) An entity that intends to build or remodel a facility shall file a letter of intent with the department before design development begins.



- (2) An entity shall provide copies of original and updated drawings of the area within the secure perimeter of the facility to the department.
- (3) All sites, plans, and specifications for construction or remodeling of a facility shall comply with the Wisconsin commercial building code pursuant to ch. SPS 361 to 366.
- (4) Prior to publication of bid documents, one complete set of plans and specifications shall be forwarded to the department for review and approval.
- (5) Any proposed changes to the approved plans must be submitted to the department for review and approval.

**DOC 347.10 Physical environment.**

- (1) TRAUMA-INFORMED. Trauma-informed principles shall be considered in the physical environment of the facility.
- (2) FURNITURE AND FIXTURES. Furniture and fixtures used in a facility shall be of detention strength materials or be of secure type to ensure safety for staff and the youth, including benches, bolts, beds, chairs, ceilings, clothing hooks, contraband proof thresholds, desks, door pulls, drinking fountains, floor drains, food passes, glazing, grills over vents or windows, hinges, key cabinets, lights, locking mechanism housings, mirrors, observation ports, screws, seats, security doors, security locks, security screens, shelves, showers, skylights, speaking ports, sprinkler heads, tables, toilets, urinals, walls, washbasins, windows, or window and door frames.
- (3) YOUTH HOUSING.
  - (a) *Sleeping rooms.*
    - 1. Except if par. (b) applies, each room shall be designed and used only for single occupancy.
    - 2. Except if par. (b) applies, each room shall have a floor area of at least 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet, and the distance between opposite walls may not be less than 6 feet.
    - 3. Each room shall have a bed.
    - 4. Light fixtures shall provide at least 10 foot–candles of illumination, 30 inches above the floor, and the ability to reduce lighting to allow for comfortable sleeping and is adequate for wellness checks.
  - (b) *Double sleeping rooms.*
    - 1. A facility may use rooms for double occupancy.
    - 2. Youth assigned to a double room shall meet the criteria under s. DOC 347.13 (1) (b).
    - 3. Each room shall have all of the following.
      - a. Double occupancy rooms shall have a floor area of at least 50 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet, and the distance between opposite walls may not be less than 6 feet.
      - b. A bed for each youth.
      - c. Light fixtures that shall provide at least 10 foot–candles of illumination, 30 inches above the floor, and the ability to reduce lighting to allow for comfortable sleeping and is adequate for wellness checks.
  - (c) *Dayrooms.*
    - 1. All sleeping rooms and dormitories shall be provided with one or more dayrooms in their immediate vicinity that are accessible to youth.
    - 2. Dayrooms shall provide a minimum of 35 square feet per youth.
    - 3. Each dayroom shall have tables and seating for the number of youth that have access to the dayroom.
    - 4. Illumination in dayrooms may not be less than 10 foot– candles, 30 inches above the floor.

**(d) Dormitories.**

1. Youth assigned to a dormitory shall meet the criteria under s. DOC 347.13 (1) (b).
2. Each dormitory shall have a minimum floor area of 35 square feet of unencumbered space per youth for sleeping purposes.
3. In addition, each dormitory shall have a minimum floor area of 35 square feet per youth for the purpose of a dayroom.
4. Each dormitory shall have a floor to ceiling height of not less than 12 feet.
5. Each dayroom shall have tables and seating for the number of youth.
6. A bed shall be provided for each youth.
7. An area for personal property shall be provided for each youth.
8. Illumination in dormitories may not be less than 10 foot–candles, 30 inches above the floor, and the ability to reduce lighting to allow for comfortable sleeping and is adequate for wellness checks.
9. Each dormitory shall provide showers or bathtubs, toilets, and washbasins for the youth. Each dormitory shall have hot and cold running water.

**(e) Toilets, washbasins, and showers.**

1. The facility shall provide toilets, washbasins, and showers accessible for youth.
  - a. The washbasin and toilet may be combined in one unit.
  - b. The washbasin and shower shall have hot and cold running water.
  - c. Light fixtures that shall provide at least 10 foot–candles of illumination, 30 inches above the floor.
  - d. A mirror that is not removable.
2. The number of showers and toilets provided shall be in compliance with the Wisconsin commercial building code pursuant to ch. SPS 361 to 366.
3. Toilets and baths or showers shall provide for individual privacy.

**(4) RECEIVING ROOM.**

- (a)** All receiving rooms shall be designed and used for single occupancy.
- (b)** Each receiving room shall have a floor area of at least 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet, and the distance between opposite walls may not be less than 6 feet.
- (c)** Each receiving room shall have all of the following:
  1. A bed.
  2. A washbasin and toilet.
  3. The washbasin shall have hot and cold running water.
  4. Light fixtures that shall provide at least 10 foot–candles of illumination, 30 inches above the floor.

**(5) HOLDING ROOMS.**

- (a)** A holding room shall have a minimum floor area of at least 50 square feet with an additional 10 square feet for each occupant above five.
- (b)** Each holding room shall contain:
  1. Seats or benches.
  2. A toilet and washbasin with hot and cold running water.

**(6) MULTIPURPOSE ROOMS.**

- (a)** Each facility shall provide dedicated space for programming and congregate assembly other than visiting.
- (b)** Multipurpose rooms shall be of sufficient size to accommodate a variety of programming and

services and shall have a minimum combined floor area of 300 square feet.

**(7) CLASSROOM SPACE.**

**(a)** Each facility shall provide dedicated classroom space to meet the educational needs of the youth population.

**(b)** Classroom space shall be designed in conformity with any state and local educational requirements.

**(8) QUIET SPACE.**

**(a)** Each facility shall provide a dedicated room that promotes a positive behavior adjustment opportunity for a youth.

**(b)** The quiet space shall not be locked or used for discipline.

**(9) INDOOR RECREATION SPACE.**

**(a)** Each facility shall provide a dedicated space for indoor exercise and recreation.

**(b)** The indoor recreation space shall be of sufficient size to accommodate a variety of individual and team aerobic and large-muscle exercise activities and physical education.

**(10) OUTDOOR SPACE.**

**(a)** Each facility shall provide a dedicated space for outdoor exercise and recreation.

**(b)** The outdoor recreation space shall be of sufficient size to accommodate a variety of individual and team aerobic and large-muscle exercise activities and physical education.

**(c)** The outdoor space must ensure the confidentiality of the youth and the perimeter shall be secured.

**(11) HEALTHCARE SPACE.**

**(a)** Each facility shall provide dedicated space for healthcare.

**(b)** There shall be sufficient space, equipment, and supplies for the performance of health care services in a confidential manner.

**(12) FOOD SERVICE SPACE.** A facility that prepares meals on-site, shall have dedicated food service space.

**(13) RECEIVING SPACE.**

**(a)** Each facility shall provide dedicated space for youth privacy during searches, showering and processing.

**(b)** There shall be sufficient space for storage of clothing and property.

**(14) VISITATION SPACE.** Each facility shall provide dedicated indoor and outdoor contact visitation space.

**(15) EXTERIOR WINDOWS.** This subsection applies to windows that lead to the exterior of the facility or to an area outside the secure perimeter of the facility.

**(a)** All exterior windows shall have security glass of sufficient strength to resist breakage.

**(b)** All exterior windows shall be mounted in a detention strength frame and designed to prevent escape and the passage of contraband.

**(c)** All exterior windows shall prevent persons outside the secure perimeter from observing youth.

**(16) EXTERIOR DOORS AND APPROACHES.**

**(a)** Every door exit that leads to the exterior of the facility or to an area outside the secure perimeter shall have detention strength framing and a threshold designed to prevent the introduction of contraband.

**(b)** Every door entering into the secure perimeter shall be of detention strength. Each of these doors shall have a vision panel or other means of observation to permit identification of individuals before they enter an area within the secure perimeter of the facility and to allow observation of an area before entering it.

**(c)** Each entry into and from the secure perimeter shall include a sally port system.

**(d)** The exterior of the facility and approaches to the facility shall be well lighted at night to permit

observation of persons approaching the building.

**(17) WALLS.**

**(a)** Exterior walls shall be constructed of reinforced concrete or fully grouted concrete block at least 8 inches thick, or the walls shall be constructed of materials of similar strength that provide equivalent security.

**(b)** Interior walls shall be constructed of reinforced concrete or fully grouted concrete block at least 6 inches thick, or the walls shall be constructed of materials of similar strength that provide equivalent security.

**(c)** Interior walls between youth housing areas are to be constructed tight to the structure.

**(18) CEILINGS.** Ceilings in areas accessible to youth shall be constructed of high impact detention strength materials that are escape resistant, resist damage, and prevent passage of contraband.

**(19) ACCESS TO CONTROLS.** Youth shall not have unauthorized access to plumbing, wiring, vents, thermostats, or facility controls.

**(20) NATURAL LIGHT.**

**(a)** Youth shall have access to natural light and exterior views.

**(b)** All youth housing areas shall provide youth with access to natural light.

**(c)** Artificial light may not be used as an alternative to the natural light requirements pursuant to the Wisconsin commercial building code, ch. SPS 361 to 366.

**(21) INTERCOM.** Two-way audio communication capability shall be provided between any remotely controlled security gate or door and its control point.

### **Subchapter III – Admission and Release**

#### **DOC 347.11 Admission criteria.**

**(1)** Youth may only be placed in a secured residential care center for children and youth pursuant to the provisions of ss. 938.34 (4m) or 938.357, Stats.

**(2)** Persons who are 18 years of age or older may not be admitted or held in a secure residential care center for children and youth unless they are currently only under juvenile court jurisdiction under chs. 938 or 48, Stats.

#### **DOC 347.12 Admission and screening.**

**(1)** No youth may be placed in a secure residential care center for children and youth unless the facility meets the requirements of this chapter and is approved by the department.

**(2)** An approved facility shall receive youth 24 hours a day, 7 days a week.

**(3)** A youth who appears to be seriously ill or injured, who exhibits significant mental or emotional distress, or who appears too intoxicated or incapacitated due to controlled substance or alcohol use may not be confined in the facility unless a qualified health care professional or qualified mental health care professional has treated and approved the youth for admission.

**(4)** As soon as practicable following admission, each youth shall be required to shower.

**(5)** The facility's admission procedure shall include a process for determining if a youth is limited English proficient.

**(6)** Trained staff shall complete a signed admission screening report on each youth which includes a preadmission review and identification of the prospective youth's primary presenting problems and a statement recommending reasons for or against admission based on the ability of the facility to meet the prospective youth's needs.

(7) The facility may admit a prospective youth if the facility can meet the youth's needs, as determined by the admission screening report under sub. (6).

(8) At the time of admission or shortly thereafter, youth shall receive both a written and verbal or video orientation to facility rules and procedures, and grievance procedure. Staff shall document the youth's receipt of these materials.

(a) The facility shall have available appropriate and reliable interpretation services available for limited English proficient youth and youth who are deaf or hard of hearing. The facility shall not charge for interpretation services.

(b) Prior to the admission of a youth with physical or developmental disabilities, the facility shall document that the physical plant can accommodate the youth and that the facility's programming can adequately address the youth's needs.

(9) Within 72 hours of the youth's admission to the facility and periodically throughout a youth's placement, trained staff shall obtain and use information about each youth's personal history and behavior to reduce the risk of sexual abuse by or upon a youth. Such assessments shall be conducted using an objective risk screening instrument.

### **DOC 347.13 Classification.**

#### **(1) OBJECTIVE CLASSIFICATION SYSTEM.**

(a) The facility shall use an objective classification system for youth based on gender, age, behavior, information concerning present offense, current and prior correctional placement history, medical and mental health condition, objective risk screening results under DOC 347.12 (9), and other criteria designed to provide for the protection and safety of youth, staff, and the community.

(b) The classification system shall identify specific criteria for the exclusion of youth from being housed in a double occupancy room under s. DOC 347.10 (3) (b) or dormitory under s. DOC 347.10 (3) (d).

(c) Staff completing the youth classification shall be trained on the use of the objective classification system in par. (a).

(d) Lesbian, gay, bisexuals, transgender or intersex youth shall not be placed in particular housing, bed, or other assignments solely on the basis of such identification or status, nor shall agencies consider lesbian, gay, bisexual, transgender, or intersex identification or status as an indicator of the likelihood of being sexually abusive.

#### **(2) CLASSIFICATION OF YOUTH.** Upon a youth's arrival, the facility shall:

(a) Complete the youth classification.

(b) Require a supervisory review of the classification decision.

(c) Document the classification decision and review.

#### **(3) RECLASSIFICATION.** Reclassification shall occur at a minimum of every six months after initial classification.

**DOC 347.14 Assessment.** Within ten days of admission, trained staff shall conduct an initial assessment of the youth's treatment and service needs.

**DOC 347.15 Off-grounds leave.** The facility shall develop policies and procedures relating to off-grounds leave.

### **DOC 347.16 Release and reentry.**

#### **(1) RELEASE.**

(a) The facility shall verify the identity of a youth prior to release from the facility.

(b) The facility shall verify the authority to release a youth.

(c) The facility shall document the name, address, and telephone number of the person or agency to receive the youth upon release.

(2) **AFTERCARE OR COMMUNITY SUPERVISION PLANNING.** At least 30 days prior to release, the facility shall collaborate with the supervising agency to plan for aftercare or community supervision and provide the supervising agency and youth with a copy of the youth's release summary. The release summary shall include all of the following:

(a) The projected date and reason for release.

(b) A summary of services provided during placement, including mental health and substance use treatment.

(c) The names and contact information for professional treatment providers that treated the youth.

(d) An assessment of goal achievement.

(e) Recommendations for continuing or additional services and identification of service providers.

## Subchapter IV – Staffing

**DOC 347.17 Staffing.** The facility shall develop, implement, and document a staffing plan that identifies and provides for sufficient staff at the facility to provide adequate and continuous supervision of youth including the following:

(1) There shall be a supervisor physically onsite during every shift at the facility.

(2) The facility shall have adequate staff to provide for the direct supervision of youth in living units and other areas where youth are present. The use of a video monitoring system may not be used to replace direct staff supervision.

(3) There shall be no less than one staff member supervising a minimum of 1:8 youth during youth waking hours and 1:16 during youth sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented.

(4) Whenever there is a youth in the facility there shall be at least one staff member of the same gender as the youth on duty at the facility.

(5) For a facility with a master control center, the master control center shall be staffed at all times.

### **DOC 347.18 Training.**

(1) **ORIENTATION.** Before a new staff member is permitted to work independently with youth, the facility shall provide at least 40 hours of orientation training for the new staff member including all of the following areas:

(a) Facility policies and procedures.

(b) Facility operations and facility emergencies.

(c) Rules under this chapter.

(d) Youth grievance procedures under s. DOC 347.38.

(e) First aid, use of automatic external defibrillator, and use of other emergency equipment.

(f) Adolescent development

(g) Trauma-informed care.

(h) Positive behavior management, de-escalation techniques, and conflict management.

(i) Sexual abuse and sexual harassment prevention, detection, and response.

(j) Sex trafficking.

(k) Suicide and self-harm prevention.

- (l) Laws on confidentiality of personally identifiable information.
  - (m) Mandatory reporting requirements under s. 48.981 (2), Stats.
- (2) INITIAL SECURITY STAFF TRAINING. In addition to sub. (1), security staff shall receive at least 120 hours of training during the first year of employment. On-the-job training does not count toward the hours of required initial training for security staff.
- (3) ANNUAL TRAINING. Security staff shall receive at least 24 hours of annual training including the following:
- (a) Care and custody of youth.
  - (b) Trauma-informed care.
  - (c) Two hours of suicide and self-harm prevention.
  - (d) Mental health and crisis intervention.
  - (e) Administration of medications.
  - (f) Health screening of youth at the time of admission.
  - (g) Use of restraints and security control devices.
  - (h) Fire safety, evacuation procedures, and use of self-contained breathing apparatus.
  - (i) Positive behavior management, de-escalation techniques, and conflict management.
  - (j) The facility's use of force policies and procedures.
- (4) All staff training shall be documented.

## Subchapter V – Food Service and Nutrition

### DOC 347.19 Food service.

- (1) SANITATION. The kitchen area and all equipment shall be maintained in a sanitary condition.
- (2) FOOD SAFETY.
- (a) The facility shall provide meals stored and served at safe temperatures. Temperatures shall be documented daily.
  - (b) Food items shall be stored at least 6 inches off the floor. Opened food packages are stored in airtight containers that are labeled and dated. Food items are stored in appropriate locations and temperatures.
  - (c) All persons who work in food service areas shall wear clean garments and clean caps or hairnets and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils, or equipment.
  - (d) Food and drink shall be protected from contamination. Meals shall be covered during transit to and within the facility.
  - (e) Kitchen dishwashing equipment temperatures shall be monitored and documented daily.
  - (f) Garbage containers shall be covered, emptied daily, and kept clean.
  - (g) Cleaning agents shall be stored separately from food service items.
- (3) INVENTORY. There shall be a current documented inventory accounting for all sharps, tools, and utensils.
- (4) INSPECTION.
- (a) Daily inspection of all food service areas shall be conducted and documented.
  - (b) Annual inspection of all full-production and service kitchens by a qualified, independent outside source documenting that the food service area meets applicable health and safety codes shall be conducted.

### DOC 347.20 Meals.

- (1) The facility shall provide nutritious and quality food for all youth.
- (2) The facility shall develop menus that satisfy generally accepted nutritional standards.
- (3) An annual menu review by a qualified nutritionist or dietician shall be completed and maintained in the facility files. Any change or substitution to the menu shall be documented.
- (4) A youth may abstain from any foods that violate the youth's religion. Consistent with available resources, the facility shall provide a substitute from other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (2).
- (5) Special diets are provided as prescribed by a qualified health care professional.
- (6) Youth shall receive three nutritious meals and a snack daily, with no more than 12 hours between the evening meal and breakfast. Two of the meals shall be hot including the entrée.
- (7) Youth shall eat meals in a cafeteria or common area.

## **Subchapter VI – Health and Mental Health Care**

### **DOC 347.21 Health screening.**

- (1) The facility shall use a health screening form that is developed in conjunction with health care professionals and is completed at the time of admission for each youth to record information about current and past medical, mental health, and dental conditions, physical and developmental disabilities, recent injuries or physical trauma, alcohol or other drug abuse problems, and suicide risk. The health screening form shall be documented.
- (2) The health screening shall be conducted in a confidential setting upon the youth's admission.
- (3) If urgent concerns are identified on the health screening, referrals to medical, mental health, or supervisory staff shall be immediate.
- (4) A qualified health care professional shall review the health screening within 72 hours. The review shall be documented.
- (5) Within 72 hours of admission, a qualified health care professional shall offer the youth sexually transmitted infection testing and all female youth shall be offered pregnancy testing.
- (6) Documentation of health screening results and subsequent review of the health screening form shall be maintained in the youth's confidential medical file.

### **DOC 347.22 Health care assessment.**

- (1) All youth shall receive a full health care assessment by an advanced care provider within seven days of admission. The assessment shall be documented.
- (2) A health assessment is not required for a youth readmitted to the facility when the last health assessment was performed within 90 days and when the youth's new admission health screening shows no change in health status.
- (3) Documentation of health care assessment results shall be maintained in the youth's confidential medical record.

### **DOC 347.23 Medical care.**

- (1) The facility shall provide youth ordinary medical and dental care pursuant to s. 938.505(1), Stats.
- (2) The facility shall have a schedule of access to routine health care which is provided to youth.
- (3) The facility shall provide access and arrange for transportation to emergency medical care services.
- (4) All licensed or certified health care professionals shall provide services in accordance with the standards of practice established by the applicable regulatory body.



- (5) Health care staff shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.
- (6) A youth may refuse specific health evaluations and treatments in accordance with applicable federal and state law. All refusals shall be documented and maintained in the youth's confidential medical record.
- (7) The facility shall allow for submission and screening of medical requests on a daily basis.
- (8) When practicable, the facility shall be in contact with a youth's personal physician.
- (9) The facility's provision of medical care shall include:
  - (a) Pregnancy management.
  - (b) Acute and chronic medical condition management.
  - (c) Communicable disease and infection control.
  - (d) Detoxification and withdrawal care.
  - (e) Aids to reduce the effects of physical impairment.
  - (f) Immunizations.

**DOC 347.24 Informed consent.**

- (1) At admission, the facility staff shall obtain the name and contact information of an adult family member or guardian who can provide information about a youth's health and mental health history.
- (2) The facility shall ensure all medical and mental health examinations and services conform to applicable state laws for informed consent and the right to refuse treatment.
- (3) Facility staff shall obtain informed consent using a language that is understandable to the youth and his or her parent or guardian.

**DOC 347.25 Mental health care.**

- (1) The facility shall provide youth with mental health services from a qualified mental health professional.
- (2) All qualified mental health professionals shall have training on and be knowledgeable about the assessment of mental health disorders, trauma, and suicide risk among adolescents, and age-appropriate interventions.
- (3) All qualified mental health professionals shall provide services in accordance with recognized standards of practice.
- (4) Licensed mental health professionals shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.
- (5) All youth shall receive a mental health assessment by a qualified mental health professional within 72 hours of admission. The assessment shall be documented.
- (6) The mental health assessment shall be conducted in a confidential setting.
- (7) The facility shall have sufficient service hours of qualified mental health professionals to timely meet the needs of youth in the facility.
- (8) The facility shall have a schedule of access to on-site mental health care services.
- (9) Qualified mental health professionals shall develop individual mental health treatment plans for youth with identified mental health needs.
- (10) Qualified mental health professionals shall work with facility staff to provide guidance, insight, and direction on managing and understanding the needs and behavior of youth.
- (11) The facility shall provide access to emergency mental health care and transportation, if necessary.

**DOC 347.26 Suicide and self-harm prevention.**

**(1) RISK OF SERIOUS HARM.** The facility shall:

- (a)** Obtain documented information from a transporting agency pertaining to a youth's mental health and potential for suicide or self-harm.
- (b)** Determine whether the youth has ever considered or engaged in self-harm or attempted suicide.
- (c)** Require staff to immediately notify qualified medical and mental health professionals of all incidents of self-harm or attempted self-harm. The notification and incident shall be documented.
- (d)** Require staff to immediately notify qualified medical and mental health professionals of youth who have communicated having ideation, plan, or intent to engage in self-harm or suicide. The notification and incident shall be documented.

**(2) SUICIDE OR SELF-HARM WATCH.** The facility shall:

- (a)** Identify designated supervisory staff to be notified if a youth is determined to be a suicide or self-harm risk.
- (b)** Designate areas within the facility and provide security precautions for youth who are placed on suicide watch.
- (c)** Establish monitoring procedures for youth on suicide watch, including frequency and documentation of wellness checks pursuant to s. DOC 347.48.

**(3) YOUTH SUPERVISION AND HOUSING.** The facility shall:

- (a)** Identify staff who may initiate suicide or self-harm watch.
- (b)** Require notification to qualified mental health professionals when the youth is placed on suicide or self-harm watch. Assessment by a qualified mental health professional shall be completed as soon as practicable.
- (c)** Notify the youth's parent or legal guardian any time a youth is placed on suicide or self-harm watch.
- (d)** Identify qualified mental health professionals who are authorized to remove a youth from a suicide or self-harm watch status after an in-person assessment.
- (e)** Establish requirements for the frequency of communication between health care and facility personnel regarding the status of a youth who is on suicide or self-harm watch.
- (f)** Establish an intervention protocol during an apparent suicide or self-harm attempt, including life-sustaining measures.
- (g)** Identify persons to be notified in case of attempted or completed suicides or self-harm.

**(4)** The facility shall document actions taken and decisions made regarding youth who are at risk of attempting suicide or self-harm, including all of the following:

- (a)** Individual initiating the suicide or self-harm watch.
- (b)** Date and time watch was initiated.
- (c)** Reason watch was initiated.
- (d)** Date, time, and name of supervisor contacted.
- (e)** Date and time of referral to a qualified mental health professional.
- (f)** Written documentation from a qualified mental health professional removing a youth from a suicide or self-harm watch including name, date, and time.
- (g)** Date and time of notification to youth's parent or legal guardian under s. DOC 347.26 (3) (c).

**(5)** The facility shall provide access to debriefing and support services for youth and staff following a suicide or self-harm incident.

**DOC 347.27 Dental health care.**

**(1)** A dental screening shall be performed by a dentist or a qualified healthcare professional trained by the

dentist within seven days of admission.

- (2) An oral examination is performed by a licensed dentist within 60 days of admission and every six months thereafter, unless the facility obtains information that the youth received a dental examination within the previous six months.
- (3) Dental treatment, not limited to extractions, shall be consistent with the treatment plan based on a system of established priorities of care as determined by the dentist.
- (4) Dental radiographs shall be appropriately used in the development of the dental treatment plan.
- (5) Preventative care measures, such as oral hygiene and oral education, along with fluoride treatment in a form determined appropriate by the dentist, shall be offered.
- (6) Facilities with onsite dentistry shall adhere to contemporary infection control practices.
- (7) Access to emergency dental care and transportation to those services, as needed, shall be provided.

**DOC 347.28 Medications.**

- (1) The facility shall comply with state and federal law regarding procuring, prescribing, dispensing, delivering, administering, and disposing of prescription and nonprescription medications.
- (2) An advanced care provider shall prescribe medications and order treatments.
- (3) Designated trained staff may administer or deliver prescribed doses of medication at prescribed times. Annual documented training shall be provided to facility staff that deliver medications.
- (4) Staff shall administer or deliver medications under circumstances that protect the youth's confidentiality.
- (5) All medications brought into the facility shall be verified, inventoried, and maintained in a designated secure storage.
- (6) Prescription and nonprescription medication administered or delivered to a youth shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.
- (7) All refusals of recommended or prescribed medications by a youth shall be documented.
- (8) The facility shall inventory or dispose of unused medications upon the youth's release or transfer.
- (9) The facility shall document and maintain a record of all medication errors.

**DOC 347.29 Medical records.**

- (1) Youth medical records shall be kept separate from other records, including custodial records, and shall be maintained in a confidential manner in accordance with ss. 146.81 to 146.83, Stats., and all other applicable state and federal laws.
- (2) Records shall be securely maintained and accessible only by designated staff.
- (3) No person except those authorized under s. 51.30 or s. 146.82, Stats., or other applicable state and federal law, may have access to information in the records or be permitted to inspect the records.

**Subchapter VII – Resources for Children and Youth**

**DOC 347.30 Clothing, towels, and bedding.**

**(1) CLOTHING.**

- (a) If youth are not permitted to wear personal clothing all of the following shall be provided upon admission:
  1. A set of clean clothing.
  2. Clean socks and undergarments.

**3. Clean footwear.**

(b) All clothing provided shall be of appropriate size for the youth.

(c) All clothing provided shall be appropriate to the season.

(d) Clothing shall be laundered at a minimum of two times per week, and on a more frequent basis as required by the nature of work assignments and programmed activities.

(e) Undergarments and socks shall be laundered as necessary to provide clean undergarments and socks daily. Youth shall receive the same set of undergarments and socks back after laundering.

**(2) TOWELS AND BEDDING.**

(a) Staff shall provide each youth with a clean towel and washcloth daily.

(b) Staff shall provide youth with clean bed linens including two sheets and a pillowcase at least once per week.

(c) Staff shall provide youth with a clean blanket at least once per month.

(d) Staff shall provide youth with a clean mattress and pillow.

(e) Each mattress and each pillow shall be covered with a fire retardant, waterproof, easy-to-sanitize material.

(f) Mattresses and pillows shall be kept in good repair and in a clean and sanitary condition. Staff shall repair or remove from circulation any mattresses with holes or cracks.

(g) Mattresses and pillows shall be cleaned and sanitized before reissue.

**DOC 347.31 Commissary Services.** If a facility provides commissary, vending, or other similar services for youth, the facility shall develop policies and procedures relating to these services.

**DOC 347.32 Mail.**

(1) The facility shall not limit the number of letters sent and received by youth.

(2) The facility shall deliver incoming mail to youth on the same day that it is received at the facility.

(3) Outgoing youth mail shall be posted daily excluding weekends and holidays.

(4) Appropriate writing materials shall be provided to youth upon request.

(5) Postage for a minimum of two non-privileged letters a week shall be provided for each youth.

(6) Postage for privileged mail may not be limited.

(7) The facility shall establish parameters for inspecting privileged and non-privileged mail.

(8) If mail is withheld, staff shall inform the youth and send a written notice to the sender explaining the reason for withholding. Staff shall log the date, time, reason, and disposition of the mail, including any money or items of personal property, save the mail, and inform the youth.

**DOC 347.33 Communication.**

(1) Upon admission, a youth shall be given an opportunity as soon as possible to communicate with parents, legal guardians, foster parents, custodians, and legal counsel.

(2) Youth shall have the opportunity to communicate with individuals external to the facility no less than once per day.

(3) The facility may not charge youth or individuals external to the facility to communicate.

(4) The facility shall make accommodations for youth with hearing or speech disabilities, or limited English proficiency.

(5) The facility shall inform youth if external communication is monitored.

(6) The facility may not monitor conversations between youth and their attorney.

**(7)** Youth may speak with family members and social supporters in their language of choice regardless of staff comprehension.

**DOC 347.34 Visitation.**

**(1) ACCESS.**

- (a)** The facility shall provide visitation hours sufficient to accommodate daily contact visits for youth. Visiting hours shall be designated during both the day and the evening with a minimum of three hours before 5:00 p.m. and two hours after 5:00 p.m.
- (b)** The facility shall provide for individually scheduled visits outside of normal visiting hours with prior approval.
- (c)** The facility shall post visitation policies and procedures, including visitation schedule, in a place readily accessible to visitors and youth.
- (d)** Areas used for visitation shall accommodate groups of varying sizes, be child-friendly, and offer interactive toys, games, and children's books to promote family and social supporter interaction.
- (e)** Staff may not impose non-contact visits absent a specific and articulable security threat.
- (f)** The facility may conduct searches of visitors entering the facility.

**(2) VISITOR LIST.**

- (a)** The facility shall maintain an approved visitor list for each youth. Youth shall have access to the current approved visitor list.
- (b)** Except as otherwise provided in this chapter, only visitors on a youth's approved list will be permitted to visit the youth.
- (c)** Except as provided in par. (e), staff shall permit youth to visit with parents or guardians, siblings, other family members, the parents of a youth's child, the youth's child, mentors, community-based service providers, educators and clergy members, and other supportive adults.
- (d)** Youth or others may request an addition to the list of approved visitors, and if the request is not approved by the facility, both the youth and the person will be notified of the reasons for the action in writing.
- (e)** The facility may deny a person to the approved visitor list or remove a person from the approved visitors list based on justification to include any of the following:
  - 1.** There are reasonable grounds to believe that the visitor has attempted to bring contraband into the facility in the past 12 months.
  - 2.** There are reasonable grounds to believe the visitor poses a threat to the safety and security of visitors, staff, youth or the facility.
  - 3.** There are reasonable grounds to believe that the youth may victimize the proposed visitor or the proposed visitor may victimize the youth.
  - 4.** There is a court order prohibiting a visit.

**DOC 347.35 Publications.**

- (1)** The facility shall provide access to reading materials of general interest including books, newspapers, and magazines to all youth.
- (2)** The facility may not limit access to reading materials except when reasonably related to the security of the facility or the health and development of the youth.

**DOC 347.36 Religion.**

- (1)** The facility may not discriminate against a youth on the basis of the youth's religious beliefs.

- (2) Youth shall have the opportunity to participate in practices, services, programming, and have access to property of their religion consistent with existing state and federal law.
- (3) Staff and individuals who provide religious programming or services may not compel youth participation, nor adoption of a particular religion.
- (4) The facility shall notify youth of the schedule of religious services available.

**DOC 347.37 Legal access.** The facility shall provide youth access to the courts, attorneys, and legal materials.

**DOC 347.38. Grievance Procedure.**

**(1) GENERAL.**

- (a) The facility shall provide all youth with access to grievance procedure that provides an opportunity for resolution of complaints.
- (b) The facility shall provide a process by which youth can submit grievances in a confidential manner that is only accessible by a supervisor or a designated staff member.

**(2) PROCEDURE.**

- (a) The facility shall screen all complaints within 24 hours of receipt, excluding weekends and holidays. Priority shall be given to complaints concerning health and safety.
- (b) The facility shall, within 7 days of receipt of the grievance, issue a written response and provide a copy to the youth. The response shall state the issue, the facts upon which any decision is based, the decision, and the reasons for the decision.
- (c) The facility shall provide at least one level of appeal.
- (d) The facility shall maintain a grievance log that includes the following:
  - 1. The date and time each grievance is received.
  - 2. The nature of the grievance.
  - 3. The date of the response.
  - 4. The individual issuing a response.
  - 5. Status of any appeal.

**(3) RETALIATION.** The facility shall prohibit retaliation for use of the grievance procedure.

## **Subchapter VIII – Programs and Services**

**DOC 347.39 General.** Programs and services under this subchapter shall conform to the following requirements:

**(1) The facility shall:**

- (a) Provide programming that consists of structured treatment, leisure, recreational, exercise, and educational activities.
- (b) Incorporate evidence-based practices and trauma-informed principles in programs and services.
- (c) Provide programs and services that are responsive to the genders, sexual orientations, disabilities, socio-economic statuses, cultural, racial and ethnic backgrounds, experiences, interests, and primary languages of youth.
- (d) Post and adhere to a daily schedule of programs and services in each living unit. Reasons for any deviations from scheduled activities shall be documented.
- (e) Encourage youth to be out of their rooms and engaged in programming.

(f) Ensure youth have daily access to the facility's outdoor space under s. DOC 347.10 (10), weather permitting.

(2) Programming may be provided by staff, volunteers, contractors, or community groups.

(3) If the facility houses both female and male youth, the facility shall ensure that equivalent gender-responsive programming exists for female and male youth in the facility. The facility shall not limit access to recreation and vocational opportunities on the basis of gender.

**DOC 347.40 Community partnerships for programming.**

(1) The facility shall pursue partnerships with community groups, institutions, and programs to enhance available services and resources in the facility.

(2) Youth may volunteer and participate in programs and services within the community in accordance with s. DOC 347.15.

**DOC 347.41 Education.** The facility shall:

(1) Ensure that youth have access to education, as provided by the school district in which the facility is located.

(2) Notify the school district in which the facility is located when youth are placed in the facility.

(3) Cooperate with the school district in which the facility is located in the implementation of an educational program.

(4) Communicate to the department of public instruction significant concerns regarding adequacy of educational programming within facilities.

(5) Document on a daily basis all of the following:

(a) Number of hours of instruction by a teacher.

(b) Number of youth receiving instruction.

(c) Names of youth who refused to participate in education.

(d) Names of youth who were unable to participate and the reasons for the inability.

**DOC 347.42 Vocational opportunities.** The facility shall:

(1) Provide youth the opportunity to receive vocational and career counseling.

(2) Provide training on soft skills and work readiness.

(3) Offer eligible youth practical vocational opportunities.

(4) Provide eligible youth the opportunity to pursue post-secondary education.

**DOC 347.43 Independent living and life skills programming.** The facility shall provide youth with structured experience in independent living and life skills including all of the following components:

(1) INDEPENDENT LIVING.

(a) Ability to find safe and stable housing.

(b) Basic home maintenance and cleaning skills.

(c) Meal planning and cooking skills.

(d) Transportation skills.

(e) Obtaining medical, dental, and mental health care.

(f) Money management.

(2) LIFE SKILLS.

- (a) Development of youths' emotional regulation, self-responsibility, and resilience.
- (b) Development of appropriate pro-social relationships.
- (c) Fostering protective skills against victimization.

**DOC 347.44 Leisure activities, recreation, and exercise.**

(1) LEISURE ACTIVITIES. The facility shall offer youth a range of leisure activities.

(2) RECREATION. The facility shall:

- (a) Have a supervised and structured recreation and exercise program.
- (b) Ensure all youth receive at least one hour of large muscle exercise every weekday and at least two hours of large muscle exercise each Saturday and Sunday in a space outside of their own room.
- (c) Have and maintain adequate supplies and equipment to provide a variety of recreational and exercise activities.

**DOC 347.45 Youth, family, and social supporter engagement.**

(1) ORIENTATION AND ACCESS.

(a) *Orientation and information.* The facility shall provide parent, guardian, or legal custodian orientation materials upon admission, including the following.

1. Contact information to obtain information about youth status and adjustment to the facility.
2. Driving directions, telephone, and visiting information.
3. An overview of programming and services.
4. Facility rules and youth grievance procedure.

(b) *Access to youth.* The facility shall provide youth access to family and social supporters.

(2) OPPORTUNITIES FOR INPUT. The facility shall:

(a) Provide multiple methods for family and social supporters to provide recommendations regarding facility programming, services, and operations.

(b) Provide opportunities for family and social supporters to submit a formal complaint regarding facility programming, services, visitation, and operations. The facility shall respond to formal complaints within 7 days, excluding weekends and holidays.

(c) Provide multiple methods for youth to provide recommendations regarding facility programming, services, and operations.

(3) INTERACTIONS. Subject to s. DOC 347.46, the facility shall provide opportunities for youth, family, and social supporter interactions through a variety of activities.

**DOC 374.46 Case plan and treatment.**

(1) CASE PLAN.

(a) The facility shall develop a written case plan for the youth within 30 days of admission based on the assessment in s. DOC 347.14.

(b) Case planning teams shall, at a minimum, consist of the following:

1. The youth.
2. The youth's identified family or legal guardian.
3. Clinical staff member.
4. Case manager.
5. Security staff member.



(c) The case plan for a newly placed youth shall be based on the initial assessment under s. DOC 347.14 and shall address all of the following:

1. Behavioral functioning.
2. Psychological or emotional adjustment.
3. Personal and social development.
4. Familial relationships and family history.
5. Medical and health needs as indicated by the health screening under s. DOC 347.21.
6. Educational and vocational needs.
7. Independent living skills and adaptive functioning.
8. Recreational interests and abilities.

(d) The case plan shall incorporate evidence-based practices and trauma-informed principles.

(e) The facility shall engage each youth to identify positive family and other social supporters in the community.

(f) The case plan may include involvement of parents, family, treatment providers, and other social supporters in the community.

(g) The case plan shall be time-limited, goal-oriented and individualized to meet the specific needs of the youth as identified from the assessment.

(2) REASSESSMENT. At least once every three months professional staff shall conduct a reassessment of the youth and the case plan to determine progress toward meeting the plan goals.

(a) The facility shall conduct an individual case plan review and revise the plan as needed, consistent with the youth's needs, case plan goals, and the permanency planning goals of the placing person or agency.

(b) Professional staff shall document the results of all youth reassessments and case plan reviews to include the date of each review and the names of participants.

(2) TREATMENT PROGRAMMING. The facility shall provide treatment programming as identified in the case plan.

## Subchapter IX – Safety and Security

### DOC 347.47 Security Practices.

(1) KEY CONTROL.

(a) There shall be at least three complete sets of secure area and fire escape keys, one set in use, one set stored in a secure and safe place which is accessible only to staff for use in an emergency and one set stored in a secure and safe place outside the secure perimeter.

(b) All keys assigned to staff shall be stored in a secure area when not in use and accessible in the event of an emergency.

(c) All keys assigned to staff shall be inventoried and documented at shift change.

(d) Youth are not permitted to handle or utilize keys assigned to staff.

(e) Keys issued to youth shall be inventoried when issued and returned.

(2) WEAPONS CONTROL.

(a) Firearms are not permitted in the facility except in emergency situations.

(b) The facility shall establish protocols for the introduction, availability, inventory, and storage of other security control devices and specify the level of authority required for access and use.

(3) TOOL CONTROL. Tool control shall include the introduction, use, storage, and inventory of all tools brought into the facility or stored onsite.

(4) SEARCHES.

**(a) Youth.**

1. Searches shall not be conducted as a form of harassment, punishment, or discipline.
2. Conducting and documenting youth pat down, strip, and body cavity searches. Searches of youth, except in exigent circumstances, shall be conducted by a staff member of the same gender as the youth.
3. Body cavity searches shall be conducted by a qualified health care professional.

**(b) Visitors.** Conducting and documenting searches of visitors and their possessions.

**(c) Facility.** At a minimum, monthly facility searches of all youth accessible areas shall be conducted and documented to control the existence of contraband.

**(5) DOOR AND LOCK INSPECTIONS.** Monthly inspections shall be conducted and documented to determine if all facility doors and locks within and to the secure perimeter of the facility are in good working order.

**(6) FACILITY REPAIR.** Any damage to the facility that compromises safety or security shall be promptly and securely repaired.

**(7) MASTER CONTROL CENTER.** A facility with a master control center shall:

**(a)** Restrict access to the master control center to designated staff.

**(b)** Secure the master control center at all times.

**DOC 347.48 Observation of Youth.**

**(1)** The facility shall have a system for providing wellness checks of youth. All youth shall be personally observed by facility security staff at staggered intervals not to exceed the following:

**(a)** Thirty minutes for youth in the general population.

**(b)** Fifteen minutes for the following:

1. Youth on a suicide watch.
2. Youth in administrative confinement.
3. Youth in a receiving room or holding room.

**(2)** Each wellness check shall be documented.

**(3)** A video monitoring system may not be used to replace personal observations.

**(4)** Staff shall provide direct continuous personal observation when a youth is mechanically restrained.

**(5)** Formal physical counts of youth shall be conducted and documented at least three times per day, with a minimum of one count per shift.

**(6)** The facility shall allow youth to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine wellness checks.

**(8)** The facility shall allow youth to shower, perform bodily functions, and change clothing without other youth viewing their breasts, buttocks, or genitalia, except when viewing is incidental.

**(7)** Staff of the opposite gender shall be required to announce their presence when entering a housing unit or an area where youth are likely to be showering, performing bodily functions, or changing clothing.

**DOC 347.49 Administrative Confinement.**

**(1)** Administrative confinement may only be used for a youth who poses a serious risk of imminent physical harm to others.

**(2)** The facility shall designate onsite supervisory staff who may initiate and remove youth from administrative confinement.

**(3)** If at any point the youth no longer poses a risk of imminent physical harm, he or she must be

immediately returned to general population.

(4) An initial period of administrative confinement may not exceed four hours for a youth posing a risk of imminent physical harm to others.

(5) Administrative confinement may be extended in four hour increments if a qualified mental health professional recommends extending the administrative confinement because the youth continues to pose a risk of imminent physical harm to others. The recommendation shall be documented.

(6) Administrative confinement time limits may be tolled from 8 pm to 8 am.

(7) The facility shall notify the following individuals of an administrative confinement placement:

- (a) Qualified mental health professional.
- (b) Qualified health care professional.
- (c) Facility personnel.
- (d) The youth's parent or guardian.
- (e) County or tribe of placement.

(8) The facility shall document all actions and decisions regarding youth in administrative confinement to include the following:

- (a) Date, time, and name of supervisor making placement.
- (b) Reason placement is initiated or extended.
- (c) Date and time of notification to the individuals in sub. (7).

#### **DOC 347.50 Use of Force.**

(1) GENERAL PROVISIONS.

- (a) Staff shall only use physical force by employing the least restrictive appropriate means and only for the amount of time necessary to bring the situation under control.
- (b) Using physical force for punishment, discipline, retaliation, or as a substitute for treatment is prohibited.
- (c) Staff may only use the amount of force reasonably necessary to achieve the objective for which force is used.

(2) INCIDENT REPORTING.

- (a) Any staff member who uses force or witnesses a use of force shall submit a written report describing the incident to their supervisor for review. The report shall include all known relevant facts and be submitted by the end of the shift.
- (b) All use of force incidents shall be reviewed by a supervisor and documented.
- (c) The facility shall conduct and document a multi-disciplinary operational review following a use of force.
- (d) Facility procedures shall address the role, notification, and follow-up of qualified health care and mental health care professionals following use of force incidents.

#### **DOC 347.51 Use of Restraints.**

(1) Restraint devices may only be applied if staff determine that they are the least restrictive means of addressing an imminent threat of physical harm to self or others or damage to property. Restraint devices must be removed immediately upon the youth regaining composure and when the threat of harm or the safety concern has abated.

(2) Restraint devices may never be used as punishment.

(3) A youth may be placed in the least restrictive mechanical restraints when leaving the secure perimeter of the facility to prevent the harm of youth or staff.

(4) Except under circumstances in sub. (3), the procedure outlined in s. DOC 347.50 (2) shall apply if a youth is mechanically restrained.

(5) A staff person is assigned to monitor the youth and shall remain in continuous auditory and visual contact with the youth. Observations of the youth's behavior and any staff interventions shall be documented at least once every 15 minutes, with actual time of the documentation recorded.

**DOC 347.52 Fire safety and emergency preparedness.**

(1) The facility shall comply with applicable federal, state, and local fire safety codes.

(2) The facility shall have and shall properly maintain self-contained breathing apparatuses and fire extinguishers sufficient to support the need of the facility. The facility shall place the equipment in accordance with the advice of the local fire department.

(3) The facility shall maintain a record of all fire inspections conducted as required under sub (1).

(4) Staff shall conduct and document monthly fire safety inspections of the facility.

(5) The facility shall have the means to evacuate youth in the event of fire or other emergency.

(6) A written fire evacuation plan shall be developed and maintained in accordance with recommendations from the local fire department. The evacuation routes developed as a part of the evacuation plan shall be posted in a conspicuous place for staff.

(7) Fire drills shall be conducted at least quarterly on each shift and documented.

(8) The facility shall develop and maintain a continuity of operations plan. The plan shall be readily accessible for staff to reference and include instructions. At a minimum, the plan shall address the following situations:

(a) Major disturbances.

(b) Hostage situations.

(c) Escapes.

(d) Bomb threats.

(e) Gas leaks.

(f) Tornados.

(g) Power outages.

(h) Work stoppages.

(9) First aid kits and other emergency response equipment shall be available in designated areas of the facility. Inventories shall be conducted and documented monthly.

(10) The facility shall have access to an alternate power source to maintain essential services in an emergency. Quarterly tests of the alternate power source shall be conducted and documented.

**Subchapter X – Youth Conduct**

**DOC 347.53 Youth conduct.**

(1) The facility shall have a system of incentives for positive youth behavior.

(2) The facility shall have written rules of behavior for youth.

(3) At the time of admission, each youth shall be notified of and provided access to the rules of behavior required in the facility and the potential disciplinary actions imposed for violation of the rules.

Documentation of the youth's receipt of the facility rules shall be maintained.

**DOC 347.54 Disciplinary procedure.**

- (1) Documentation of a rule infraction and any disciplinary action shall be made part of the youth's record.
- (2) Disciplinary action shall be determined on an individual basis. Staff may not use group punishment as a sanction for the negative behavior of individual youth.
- (3) The facility shall provide the opportunity for a disciplinary hearing.
- (4) The youth shall be entitled to:
  - (a) Notification of time and location of the hearing.
  - (b) Attend the hearing in person.
- (5) The facility shall provide an opportunity for a youth to appeal a disciplinary decision.

**DOC 347.55 Dispositions.**

- (1) The facility shall have a graduated array of dispositions to address youth conduct violations.
- (2) Only staff may administer youth conduct violation dispositions.
- (3) Dispositions may not include the following:
  - (a) Withholding of basic necessities such as food, water, toilet, clothing, sleep, or the use of materials necessary to maintain a basic level of personal hygiene.
  - (b) Restriction of access to religious worship, attorneys, privileged mail, courts, legislators, medical and mental health services.
  - (c) Restriction of exercise.
  - (d) Room confinement.
  - (e) Corporal, unusual, or humiliating punishment.

**Subchapter XI – Hygiene and Sanitation**

**DOC 347.56 Hygiene.** The facility shall:

- (1) Permit youth to shower at least once per day.
- (2) Provide hygiene and toiletry supplies sufficient for maintenance of cleanliness of the youth including toothpaste, toothbrush, soap and shampoo, shaving materials, comb or hair brush, and feminine hygiene materials.
- (3) Provide youth adequate time to conduct appropriate hygiene practices, including opportunities to groom themselves before court appearances and other important events.

**DOC 347.57 Sanitation.**

- (1) Vermin and pests shall be controlled with an effective, documented program. Containers of poisonous compounds used for exterminating rodents or insects shall be prominently and distinctly labeled for easy identification of contents. Poisonous compounds shall be stored independently and separately from food and kitchenware in a locked area not accessible to youth.
- (2) Youth shall be provided cleaning materials daily. Tables used for common use and meals shall be kept sanitized.
- (3) Safety and sanitation inspections of the facility shall be completed and documented at a minimum of once monthly.
- (4) Common use grooming tools shall be disinfected and cleaned before reissue and are stored in a secure area.
- (5) Property storage containers shall be sanitized before reuse.
- (6) Trash shall be removed daily.

## Subchapter XII – Collocated Facilities

### DOC 347.58 Staffing of collocated facilities.

(1) This section applies to facilities located in a portion of a secure juvenile detention facility or a Type 1 juvenile correctional facility under s. 301.37 (1m), Stats.

(2) Staff responsible for the supervision of youth held in a facility may have responsibility for supervision of youth confined in a secure juvenile detention facility or Type 1 facility provided all of the following are met:

- (a) The staff member has successfully completed required training specific to each type of facility.
- (b) The facility is able to meet the applicable staffing plan of each facility type.

### DOC 347.59 Physical space.

(1) This section applies to secured residential care centers for children and youth located in a portion of a secure juvenile detention facility or a Type 1 juvenile correctional facility under s. 301.37 (1m), Stats.

(2) A secure residential care center for children and youth may share the following areas with a secure juvenile detention facility or a Type 1 juvenile correctional facility:

- (a) Receiving room.
- (b) Holding room.
- (c) Healthcare space.
- (d) Food service space.
- (e) Receiving space.
- (f) Visitation space.

(3) A secure residential care center for children and youth may share, but not concurrently use, the following areas in a secure juvenile detention facility or a Type 1 juvenile correctional facility:

- (a) Multipurpose room.
- (b) Classroom.
- (c) Quiet space.
- (d) Indoor recreation space.
- (e) Outdoor space.

(4) A secure residential care center for children and youth may not share youth housing with a secure juvenile detention facility or a Type 1 juvenile correctional facility.

### DOC 347.60 Sight and sound separation.

(1) There may be no physical or visual contact between youth and adult inmates.

(2) There may be no sustained sound contact between youth and adult inmates.