



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Jared Hoy

## ADMINISTRATOR'S MEMO TO COUNTIES

**MEMO # 26-02**

**DATE:** May 11, 2026

**TO:** Juvenile Justice Partners

**FROM:** Lance Horozewski, Administrator  
Division of Juvenile Corrections

**SUBJECT:** Procedure for Admissions to DJC Type 1 Juvenile Correctional Facilities

Effective June 1, 2026, Division of Juvenile Corrections (DJC) will be implementing the following admissions procedures. Intakes will continue to occur on Tuesdays for juvenile commitments and adult commit intakes will now occur on Wednesdays. All legal documents will need to be received and reviewed for accuracy prior to an intake/admission date being assigned to the youth. Appropriate legal documents must be reviewed and accurate by Friday at 12:00 pm for intake the following week. This change will allow DJC time to determine which Type 1 facility the youth will be placed at. DJC will determine placement of a youth based on bed availability, adjudicating county, and the youth's treatment needs.

2017 Wis. Act 185, as amended by 2019 Wis. Act 8, has restructured the Wisconsin juvenile correctional system, impacting both state and county systems, including how and where they can place youth who are adjudicated delinquent and the provisions governing changes of placement and transfers of juveniles from SRCCCYs to Type 1 juvenile correctional facilities.

Youth are placed in a Secure Residential Care Center for Children and Youth (SRCCCY) under Wis. Stat. 938.34(4m) a correctional placement disposition. Each county shall contact the Jonathon Delagrave Youth Development and Care Center to complete a referral for youth who have a correctional placement disposition. At this time the Milwaukee Care Center for Youth is not accepting out-of-county referrals. If no SRCCCY is willing to accept or there is no space available at the SRCCCYs, a COP request can be made for placement to a Type 1 juvenile correctional facility.



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Youth can be placed at the Type 1 juvenile correctional facility under the care of the Department of Corrections (DOC) in the following three ways:

- Serious Juvenile Offender Program – Wis. Stat. 938.34(4h)
- Change of Placement – Wis. Stat. 938.357(3) & (4)
- Adult Sentenced Minors – Wis. Stat. 938.183

Under 938.357(3)(a), Wis. Stats., when a change of placement from a SRCCCY to a Type 1 juvenile correctional facility operated by the DOC is proposed, the DOC must be afforded an opportunity to object to the change of placement. This memo provides the procedural process by which the DOC may be provided an opportunity to object to a change of placement from a SRCCCY to a Type 1 juvenile correctional facility.

When a change of placement to a Type 1 juvenile correctional facility is proposed, the following information shall be sent to [DOCDJCOJOR@wisconsin.gov](mailto:DOCDJCOJOR@wisconsin.gov):

- Documentation indicating no SRCCCY is willing to accept the youth or no SRCCCY space is available,
- Information regarding the change of placement hearing (Notice of hearing, petition for change of placement),
- Dispositional Order(s)
- Petition(s),
- A copy of the report submitted under s. 938.33 or, if the report was presented orally, a transcript of the report, and
- All other pertinent data from the county department.

After receipt and review of the provided information, the DOC will e-file a response with one of the following:

- A statement of no objection;
- A statement of objection with a supporting statement.

When the court orders a Change of Placement to Type 1, the recommended language for placement location is DJC Type 1 Juvenile Correctional Facility. The DJC will determine which facility the youth will be placed at.

Upon a youth being placed at a Type 1 facility, the adjudicating county or supervising agency will contact [DOCDJCOJOR@wisconsin.gov](mailto:DOCDJCOJOR@wisconsin.gov) to request an intake/admission date. DOC will require accurate legal documents prior to assigning an intake date and location. The attached checklist identifies the documentation that is needed.

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