



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Division of Juvenile Corrections / Administrator's Office

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 20-03

DATE: March 17, 2020

TO: County Partners

FROM: Ron Hermes, DJC Administrator 
Casey Gerber, ICJ Compact Administrator

SUBJECT: COVID-19 Update relating to Interstate Compact for Juveniles

In response to COVID-19 questions received from county stakeholders throughout the State of Wisconsin, the WI Interstate Compact for Juveniles (ICJ) office consulted with the ICJ National Office for guidance. Late in the afternoon on Friday, March 13th, the ICJ staff received the following information:

The national ICJ Emergency Guidelines Policy, which is attached for your reference, was revised and amended to provide more specific guidance for when a state of emergency impacts states throughout the nation. Several enhancements were made that apply to both our current situation and those that may develop in the future. Among other things, the policy emphasizes that:

- Each state will follow their state's guidelines and procedures for managing, locating, and supervising juveniles in the event of an emergency. States must continue to supervise juveniles without distinction from supervision of intra-state juveniles.
- In the event the emergency impacts a majority of states, timeframes may be extended beyond the ICJ Rule-related timeframes with the approval from both ICJ offices.
- If essential transportation services are unavailable or severely limited due to government-imposed travel restrictions, airport closures, and/or staff availability, alternative methods for transportation and supervision shall be considered. States shall work cooperatively to address each case on an individual basis.
- The safety, health, and well-being of all juveniles, families, victims, staff, and communities shall be considered when making decisions and determining next steps related to travel, transfers, and returns. States shall collaborate and cooperate for the best of interest of juveniles, families, victims, and communities.


As of today's date and until further notice, the WI ICJ Office will no longer be accepting travel permits for ingoing or outgoing travel. Any extenuating circumstances requiring an exception to this policy will be reviewed on a case by case basis.

Additionally, the Commission's website will serve as a hub for information regarding [state-specific restrictions](#). ICJ Offices throughout the nation will be gathering information, and submitting it to the ICJ National Office. The information compiled will be available on the ICJ website, and can be shared with anyone as deemed necessary.

The ICJ Executive Committee and the WI Interstate Compact Office is focused on balancing the safety and well-being of the youth we serve, as well as those of their families, victims, staff, and communities. We will continue to prioritize the health and safety of those we serve. We want to extend a special note of gratitude for your patience, understanding, collaborative spirit, and guidance as we move forward together. Please know we will continue to update you as this situation develops.

Attachment

Cc: Kevin A. Carr, Secretary, DOC
Amy Pechacek, Deputy Secretary, DOC
Shannon Carpenter, Assistant Deputy Secretary, DOC
Emilie Amundson, Secretary, DCF
Jeff Pertl, Deputy Secretary, DCF
Danielle Melfi, Assistant Deputy Secretary, DCF
Andrea Palm, Secretary, DHS
Julie Williams Vandijk, Deputy Secretary, DHS
Nicole Safar, Assistant Deputy Secretary, DHS
John Elliot, Deputy Administrator, DCF/DSP
Emily Erickson, Director, Bureau of Permanence and Out of Home Care, DCF/DSP
Shelby McCulley, Director, Bureau of Youth Services, DCF/DSP
Ragen Shapiro, Section Manager, Bureau of Youth Services, DCF/DSP
John Tuohy, Director, Bureau of Regional Operations, DCF/DES
Greg Van Rybroek, Director, DHS/MJTC
DHS/DCF Area Administrators
DHS/DCF Human Service Area Coordinators
DOC/DJC Management staff
Court-attached juvenile court intake offices
File

 <p>Interstate Commission for Juveniles</p>	<p>Policy Number 05-2009</p>	<p>Page Number: 1</p>
<p>ICJ Administrative Policy Emergency Guidelines</p>	<p>Dated: November 30, 2009</p> <p>Revised: March 13, 2020</p>	

I. Authorization

Article VII(A)(1) of the ICJ provides in relevant part that, “The Interstate Commission shall oversee the administration and operations of the interstate movement of juveniles subject to this Compact.”

II. Policy


This policy establishes guidelines for the Interstate Commission for Juveniles during a state of emergency resulting from a prolonged utility failure; natural disaster, including significant hazardous material incident; public health crisis; or terrorist or military attack, including cyber-attacks. While emergencies rarely provide an opportunity to prepare, these guidelines ensure fair and equitable treatment of states by defining procedures during a state of emergency.

III. Responsibility

- A. The State ICJ Office of any state affected by the emergency shall, to the best of its ability, ensure that vital operations, including returns and transfers, are continued to the greatest extent possible, and will communicate essential information to the National Office for appropriate distribution.
- B. The National Office will serve as a communications liaison and announce updates and information regarding the emergency and affected states.

IV. Procedures

- A. Each state will follow their state’s guidelines and procedures for managing, locating, and supervising juveniles in the event of an emergency. States must continue to supervise juveniles without distinction from supervision of intra-state juveniles.
- B. In the event the emergency affects a limited number of states, member states not affected by the emergency may suspend or adjust procedures for interstate transfers and/or returns into or out of the affected areas for a period not to exceed thirty (30) calendar days with the approval from both ICJ offices. If the emergency lasts more

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than thirty (30) days, the timeframes may be extended with the approval from both ICJ offices.

- C. In the event the emergency affects a majority of states, timeframes may be extended beyond the ICJ Rule-related timeframes with the approval from both ICJ offices.
- D. When determining whether time frames should be extended, the nature and scope of the emergency shall be considered, along with any other significant barriers to compliance with the established timelines.
- E. In the event that the emergency affects more than one state or region, transfers, returns, and communication shall be prioritized. The safety, health, and well-being of all juveniles, families, victims, staff, and communities shall be considered when making decisions and determining next steps related to travel, transfers, and returns. States shall collaborate and cooperate for the best of interest of juveniles, families, victims, and communities.
- F. During cases involving emergency evacuations or relocations, member states who receive juveniles from an affected area will notify the Compact Office in the home/sending state, provide assistance and services to juvenile and family, and, if necessary, request proper documentation for transfer if not already submitted.
- G. If essential transportation services are unavailable or severely limited due to government-imposed travel restrictions, airport closures, and/or staff availability, alternative methods for transportation and supervision shall be considered. States shall work cooperatively to address each case on an individual basis.
- H. If the emergency prevents use of the national electronic data system, the state affected by the emergency shall provide the National Office with a plan for continuation of vital operations, including submission of essential information.