



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Division of Juvenile Corrections / Administrator's Office

## ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 20-05

**DATE:** May 21, 2020

**TO:** County Departments of Human/Social Services Directors

**FROM:** Ron Hermes, Administrator   
Lance Horozewski, Assistant Administrator 

**SUBJECT:** Lincoln Hills School & Copper Lake School Admissions

Beginning June 2, 2020, the current moratorium on new admissions at Lincoln Hills and Copper Lake Schools (LHS/CLS) will be lifted. As part of opening new admissions of youth, there are several new protocols that will be in place due to COVID-19 pandemic guidelines for youth confinement facilities.

Effective June 2, LHS/CLS will begin to accept new admissions of youth that have been pending transfer since the implementation of the moratorium. The facilities will limit admissions to six youth per week, until the backlog of transfers has been cleared. New admissions of youth will occur on Tuesdays between 9:00 AM – 11:00 AM. It is anticipated the backlog of transfers will be cleared by June 9.

Once the backlog has been cleared, LHS/CLS will continue with admissions on Tuesdays, between 9:00 AM – 11:00 AM. Limiting admissions to one day per week allows for adequate screening by medical staff and quarantining of youth. Admissions outside of Tuesdays will not be accepted. This change to admissions is applied to youth that are new commitments or on sanction holds. There will be a limit of not more than seven youth being admitted on any given Tuesday. Counties will need to contact LHS/CLS prior to transferring a youth to ensure there is space available on the Tuesday they intend to transfer the youth. If there are more than seven youth scheduled to be admitted on any given Tuesday, youth will be prioritized with SJO status offenders receiving highest priority and then county placements based on the date/time a county notified LHS/CLS of the pending transfer.

In addition all youth must be accompanied with the following:

- A health transfer summary
- Documentation of COVID-19 Screening completed by the sending facility immediately prior to transfer
- MAR or medication list
- 5-day supply of medications (this includes over-the-counter medications)

The above health information is essential for the safe custodial transfer of youth into LHS/CLS to reduce the possible introduction of COVID-19 into the facility. Missing information may impede the admission of a youth.

At this time, the moratorium on the county contracted detention holds, Type II RCC holds and admissions at GROW Academy will continue.

Cc: Kevin A. Carr, Secretary, DOC  
Amy Pechacek, Deputy Secretary, DOC  
Jared Hoy, Assistant Deputy Secretary, DOC  
Emilie Amundson, Secretary, DCF  
Jeff Pertl, Deputy Secretary, DCF  
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DOC/DJC Management staff  
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