

WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Jennifer McDermott

Name of Individual Certifying this Document / Proposed Document

Warden

Title


A handwritten signature in black ink, appearing to read "Jennifer McDermott", written over a horizontal line.

Signature

04-17-2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.60	Page 1 of 5
	Original Effective Date: 11/18/11	New Effective Date: 01/06/20
	Supersedes: 300.00.60	Dated: 08/15/16
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Carrying a Concealed Weapon		
Guidance Document <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Posting date	12/23/19

POLICY

The Department of Corrections prohibits employees and visitors from carrying a concealed firearm or weapon into a correctional facility and designated buildings. Employees are prohibited from carrying a concealed firearm or weapon on person while on duty or in a state owned vehicle.

REFERENCES

2011 Wisconsin Act 35 – Relating to carrying a concealed weapon
2015 Wisconsin Act 150 – Recruitment and Retention Reform
Wisconsin Statutes s. 175.60 (16) (a) – License to Carry a Concealed Weapon, Prohibited Activity
Wisconsin Statutes s. 175.60 (15m) (a) (b) – License to Carry a Concealed Weapon, Employer Restrictions
Wisconsin Statutes s. 301.03 – General Corrections Authority
Wisconsin Statutes s. 302.04 – Duties of Warden and Superintendents
Wisconsin Statutes s. 302.07 – Maintenance of Order in State Prisons
Wisconsin Statutes s. 948.605(2) (a) – Possession of Firearm in School Zone
Wisconsin Statutes s. 943.13(2) (bm) (1) – Trespass to Land
Executive Directive 80 – Carrying a Concealed Weapon
Wisconsin Administrative Code s. DOC 306.08 (5) – Use of Firearms
Wisconsin Administrative Code s. DOC 306.18 – Search of Visitors
DAI Policy 306.00.36 – Entrance Procedures
DAI Policy 306.08.01 – Firearms and Incapacitating Agents Training
DAI Policy 309.06.01 – Visiting

DEFINITIONS, ACRONYMS, AND FORMS

BCE – Bureau of Correctional Enterprises

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2466 – Incident Report (WICS)

Carrying – To go armed with a firearm or other dangerous weapon; meaning the firearm or weapon is on the individual's person, or is within the individual's reach and the individual is aware of the presence of a firearm or other weapon.

DAI Policy #: 300.00.60	New Effective Date: 01/06/20	Page 2 of 5
Chapter: 300 Administrative		
Subject: Carrying a Concealed Weapon		

Employee – Any person employed by the DOC, including limited term, project, and permanent employees, students, volunteers, and those persons under a contractual relationship with the DOC under a purchase of services arrangement if the contract places the vendor in an employment relationship with the DOC.

Firearms Training Course – A standardized DOC-wide firearms qualification lesson plan to be used by all DOC firearms instructors when delivering instruction for initial and annual certification in firearms use.

Licensee – A person who has been issued a license to carry a concealed weapon under Wisconsin Statutes.

Professional Visit – Visit by public officials, investigators, agents, media representatives, law enforcement personnel, etc.

Visitor – Attorney, contractor, professional visitor, vendors, inmate visitor, pastoral or other person who enter a DOC facility or building and is not a DOC employee.

PROCEDURE

I. Carrying Concealed Firearms and Weapons

- A. All employees shall adhere to DOC division policies when visiting or conducting official business at a DOC correctional facility, field office or central office.
- B. State of Wisconsin work rules prohibit unauthorized possession of weapons.
- C. DAI Policy 306.00.36 prohibits visitors from possessing firearms, ammunition and weapons.
- D. Employees are prohibited from carrying a concealed weapon or weapon in a state owned vehicle or on his or her person while on duty.
- E. Employees, visitors and other persons are prohibited from carrying a concealed firearm or weapon into any of the following:
 1. DAI correctional facilities.
 2. Central Pharmacy.
 3. BCE facilities.
 4. Any building located on DOC property.
 5. When a building is leased by DOC, restrictions shall apply to the portion of the building leased by DOC.
- F. Employees, visitors and other persons who have been issued a license to carry a concealed firearm or a weapon shall ensure the firearm or weapon is secured in the locked trunk of a personal vehicle, or a locked compartment, before exiting the vehicle in the designated parking area of a DOC facility or a

DAI Policy #: 300.00.60	New Effective Date: 01/06/20	Page 3 of 5
Chapter: 300 Administrative		
Subject: Carrying a Concealed Weapon		

building that is located on the property of any of the DOC facilities. The vehicle shall be locked after exiting.

- G. Concealed firearms shall be permitted by a non-DOC employee while at a DOC weapons range when the range is open for use by law enforcement or the military.

II. Posted Notice of Restrictions (Signs)

- A. The Warden or Bureau Director shall ensure signs are posted at each public entrance of buildings under their area of responsibility to provide adequate notice of firearms and weapon restrictions.
- B. Approved signs shall be posted at all parking lot public access points, staff and public entrances and vehicle entrances stating the restriction on carrying a firearm and inform persons that weapons and firearms are prohibited.
- C. Department of Administration approved signs shall be posted. Each sign shall be at least five inches by seven inches.

III. Visitor Entrance

- A. DAI Policy 309.06.01 regulates allowable visitor property.
- B. Visitors entering a correctional facility or other DOC building where concealed firearms and weapons are prohibited shall be asked if they possess a concealed firearm or weapon on person.
- C. When a visitor indicates they have a concealed firearm or weapon and the person appears non-threatening, the person shall be advised to leave the area and secure the firearm or weapon in accordance with DOC policy. Law enforcement may be contacted.
- D. Visitors entering a correctional facility equipped with a metal detector are required to clear the metal detector prior to entrance in accordance with DAI Policy 306.00.36.
- E. Employees who encounter a person with a firearm or weapon, and appears the person has malicious intent, is threatening the use of, or has used the weapon, shall;
1. Move to safety.
 2. Notify Central Control or emergency number as designated by the facility.
 3. Notify Shift Supervisor.
 4. Notify law enforcement as soon as possible.
 5. Complete a DOC-2466.

IV. Vehicle Entrance

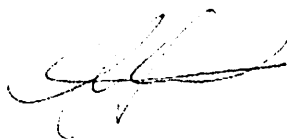
- A. Vehicles entering a secure correctional facility shall be searched in accordance with DAI Policy 306.00.36.

DAI Policy #: 300.00.60	New Effective Date: 01/06/20	Page 4 of 5
Chapter: 300 Administrative		
Subject: Carrying a Concealed Weapon		

- B. Vehicle drivers shall be asked if they are carrying a concealed firearm or weapon.
- C. Correctional facilities shall develop procedures to search delivery vehicles or other vehicles that travel beyond the staff visitor parking area and shall be traveling around the outside of a secure facility for business purposes.
- D. Vehicle drivers possessing a concealed firearm shall be directed to secure the firearm in the weapon storage area which is available for law enforcement weapons storage.

V. Firearms Training Records

- A. Employees may be provided a certificate upon successful completion of a DOC authorized firearms training course.
- B. Certificates of successful completion shall document:
 - 1. Wisconsin DOC Certificate.
 - 2. Firearms training course completed.
 - 3. Dates of attendance.
 - 4. Name of instructor.
 - 5. Signature of Corrections Training Center Staff.
- C. A certificate of completion shall be provided to staff for DOC firearms training courses to include:
 - 1. Agency Instructor.
 - 2. Facility Instructor.
 - 3. Initial Qualification.
- D. Employees who have previously completed a DOC firearms training course and request verification of training for the purpose of applying for a concealed carry permit shall be provided a certificate affirming successful completion.
- E. A letter affirming successful completion of a DOC firearms course shall be issued upon verifying the employee completed training when records no longer exist that identify the course instructor.
- F. Requests for certificates of completion shall be directed to the Officer Pre-Service Director or Staff Development Specialist at the Corrections Training Center.



Administrator's Approval: _____ **Date Signed:** 12/20/19
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 12/21/12	DAI Policy Number: 300.00.60	Page 5 of 5
New Effective Date: 5/15/20	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Carrying a Concealed Weapon		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jennifer McDermott		

FACILITY PROCEDURE

- I. Delivery drivers entering the secure perimeter:
 - A. Prior to the vehicle entering the sally port, Gatehouse staff shall ask the driver if he/she is carrying a concealed firearm or weapon.
 - B. For drivers who are carrying a concealed firearm or weapon, he/she shall be directed to clear the firearm or weapon to ensure there is no ammunition in it.
 - C. The driver shall then secure the firearm or weapon in the weapons locker provided outside of the Gatehouse near the entrance doors.
 - D. If the driver refuses to secure the firearm or weapon, he/she shall be asked to leave the facility grounds. In cases of a refusal, a Security Supervisor shall be notified and the incident shall be documented on a DOC – 2466.
- II. Delivery drivers and other drivers of vehicles which are not entering the secure perimeter but shall be driving on the perimeter road:
 - A. Delivery drivers shall check in with the Gatehouse prior to driving to their intended site.
 - B. Gatehouse staff shall ask drivers if there are any weapons on their person or in the vehicle.
 1. Staff shall also conduct a visual search of the cab of the vehicle to check for obvious weapons.
 2. If a weapon is present, the driver shall be directed to clear the weapon to ensure there is no ammunition in it.
 3. The driver shall then secure the weapon or firearm in the weapons lockers provided outside of the Gatehouse near the entrance doors.
 4. If the driver refuses to secure the weapon, he/she shall be asked to leave facility grounds. In cases of a refusal, a Security Supervisor shall be notified and the incident shall be documented on a DOC-2466.
 - C. During times when there is only one staff member present in the Gatehouse, the officer shall exit the Gatehouse to search the vehicle as noted above.
 - D. The Tower One officer shall not allow entry of any other staff member or person into the Sally port unless otherwise directed by a Security Supervisor.
- III. Tower Officers shall follow the guidelines listed in I.E above of the DAI policy.