

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 302.00.20	Page 1 of 4
	Original Effective Date: 10/15/99	New Effective Date: 02/22/21
	Supersedes: 302.00.20	Dated: 07/01/18
	Administrator's Approval: Sarah Cooper, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 302 Inmate Classification, Sentence and Release Provisions		
Subject: Placement of Juveniles in Adult Correctional Sites		

POLICY

The Division of Adult Institutions shall not house juveniles in adult correctional facilities.

REFERENCES

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

DEFINITIONS, ACRONYMS AND FORMS

Adjudicated Delinquent or Juvenile – A person less than 18 years of age determined by a juvenile court to have violated any state or federal law.

Administrative Discharge – The process whereby the Division of Juvenile Corrections Office of Juvenile Offender Review requests that the DJC Administrator discharges a youth from the juvenile order prior to the expiration date of that order.

ATR – Alternative to Revocation

CLS – Copper Lake School

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DCC – Division of Community Corrections

DCC Hold Status – Juveniles or adults under community supervision of DCC or DJC who have not been revoked.

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

Dual Commitment Youth – An inmate that has an adult sentence running concurrent with a juvenile commitment.

Juvenile – A person less than 18 years of age.

LHS – Lincoln Hills School

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MSDF – Milwaukee Secure Detention Facility

SJO – Serious Juvenile Offender Order-A five year juvenile commitment order during which time a juvenile may be confined at LHS/CLS for a total of five years.

STF – Sturtevant Transitional Facility

TCI – Taycheedah Correctional Institution

Type 1 – A secure juvenile correctional facility (LHS or CLS)

Type 1 Days – The days that a youth is confined to LHS or CLS

WRC – Wisconsin Resource Center

PROCEDURE

I. Placement of Adjudicated Juveniles or Juveniles Sentenced as Adults

- A. Adjudicated juveniles who are less than 18 years of age shall not be admitted to a DAI facility or the WRC.
- B. Juveniles sentenced as adults shall be admitted to LHS or CLS and transferred to a DAI facility on or after their 18th birthday to account for birthdays that fall on a weekend or a holiday.
- C. DCI or TCI admission staff shall make appropriate notifications to DAI and DJC facility staff regarding admission of these adjudicated juveniles or juveniles sentenced as adults to DCI or TCI.
- D. Fingerprinting, photographing and collection of required intake demographics for juveniles sentenced as adults shall occur at DCI or TCI prior to the juvenile's transfer to LHS/CLS. They shall not be admitted to DCI or TCI for completion of these processes.
- E. Inmates placed at LHS or CLS pursuant to Section I. B. shall be classified in accordance with Wisconsin Administrative Code Ch. DOC 302.
- F. Juveniles with a DCC Hold status shall not be accepted at any DAI facility including MSDF and STF.
- G. Juveniles shall not be placed at any DAI facility for ATR programming.
- H. Adult sentenced youth with a concurrent SJO order shall be admitted to LHS/CLS and retained in a DJC facility until their 18th birthday.

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Administrator's Approval: *Sarah Cooper* Date Signed: 02/12/21
Sarah Cooper, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 302.00.20	Page 4 of 4
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Chapter: 302 Inmate Classification, Sentence and Release Provisions		
Subject: Placement of Juveniles in Adult Correctional Sites		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other