



# 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.

Timothy A. Nelson

Name of Individual Certifying this Document / Proposed Document

Warden

Title


Handwritten signature of Timothy A. Nelson in black ink.

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;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 303.00.03	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 05/27/15	<b>New Effective Date:</b> 11/12/18
	<b>Supersedes:</b> 303.00.03	<b>Dated:</b> 05/27/15
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 303 Discipline		
<b>Subject:</b> Temporary Lock Up		

**POLICY**

The Division of Adult Institutions shall have a process for temporary removal of inmates from general population whose presence may create a danger to the physical safety of others, create a disruption, impede an investigation or create an escape risk.

**REFERENCES**

Wisconsin Administrative Code s. DOC 303.10 – Temporary Lock Up – Use

**DEFINITIONS, ACRONYMS, AND FORMS**

DOC-67 – Notice of Inmate Placed in Temporary Lockup

DOC-68 – Review of Offender in Temporary Lockup

Mental Health Codes – Designation made by PSU staff in WICS that identifies inmates who are not on the mental health caseload (MH-0), on the mental health caseload but not with serious mental illness (MH-1), with serious mental illness (MH-2a or MH-2b) or intellectually disabled (ID).

Psychological Services Unit (PSU) Staff – Employees classified as Psychologist Supervisor, Psychologist-Licensed, Psychological Associate A or B, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker or any other clinical classification that is directly supervised by Psychological Services.

Temporary Lock Up (TLU) – A temporary non-punitive status allowing an inmate to be separated from the general population pending further administrative action.

WICS – Wisconsin Integrated Corrections System

**PROCEDURE****I. General Guidelines**

- A. TLU placements shall be conducted in compliance with Wisconsin Administrative Code s. DOC 303.10 and be accomplished with least restrictive means available to maintain order and safety.
- B. The facility may place or retain an inmate in TLU for one or more of the following reasons:
  1. The inmate's presence in general population may create a danger to the physical safety of the inmate or another.

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2. The inmate's presence in general population may be disruptive to the operation of the facility.
  3. The inmate's presence in general population may impede a pending investigation or disciplinary action.
  4. The inmate's presence in general population may create a risk that the inmate shall try to escape from the facility.
  5. If the inmate completes disciplinary separation or administrative confinement and is awaiting placement at the appropriate security level or status.
- C. A Security Supervisor, Security Director, Correctional Center Superintendent or Warden may place an inmate in TLU status.
1. A Security Supervisor shall be present when placing an inmate in TLU.
  2. TLU placements at WCCS/WWCS facilities shall have a Security Supervisor present to supervise TLU placement whenever possible.
- D. Staff making placement shall complete DOC-67 at the time of placement. On the form, staff shall identify:
1. Reason(s) for placement.
  2. Mental health code.
  3. The inmate's response.
  4. Location of TLU placement and rationale for location.
- E. The Security Director/designee shall review all TLU placements within two working days.
1. The review shall include consultation with PSU staff regarding placement and conditions of confinement if the inmate has a mental health code of MH-2A, MH-2B or ID. If there is disagreement about placement or conditions, the matter shall be referred to the Warden/designee for decision.
  2. Placement shall be continued only if less restrictive placements are not appropriate.
  3. The Security Director/designee shall document reasons for ending or continuing TLU placement on the DOC-67.
- F. The Security Director/designee shall review TLU placements at least every seven days to determine whether TLU continues to be appropriate. If the placement is no longer necessary, the placement may be ended at any time.
- G. An inmate's original TLU placement shall not exceed 21 days. The Warden/designee may extend this placement for up to an additional 21 days.
- H. The DAI Administrator may extend an inmate's time in TLU after the Warden/designee extension.

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- I. If an inmate is extended past 21 days, a written notice from the Warden/designee shall be delivered to the inmate with a brief explanation of why an inmate's TLU has been extended past 21 days.
  
- J. TLU time shall not be considered time served for disciplinary penalty purposes.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Chippewa Valley Correctional Treatment Facility		
<b>Original Effective Date:</b> 05/27/15	<b>DAI Policy Number:</b> 303.00.03	<b>Page</b> 4 of 5
<b>New Effective Date:</b> 05/15/20	<b>Supersedes Number:</b> 303.00.03	<b>Dated:</b> 11/20/15
<b>Chapter:</b> 303 Discipline		
<b>Subject:</b> Temporary Lock Up		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Timothy A. Nelson, Warden		

**DEFINITIONS, ACRONYMS, AND FORMS**DOC-45 – Temporary Release – Request/Order/CancellationDOC-120 – ID Card (Face Card)JCI – Jackson Correctional InstitutionRestrictive Housing (RH) – Secured housing unit where inmates are separated from the general population and privileges and property are limited.SCI – Stanley Correctional Institution**FACILITY PROCEDURE**

- I. Primary location for TLU placement is at SCI.
- II. Secondary location for TLU placement is at JCI.
- III. The original DOC-67 is retained on-site.
- IV. Prior to Transport
  - A. Request placement in RH from the SCI/JCI Security Director/Designee.
  - B. The following information should be provided at the time of the request:
    1. Reason for the request (space issues, separation issues, etc.)
    2. Reason for placement in RH (TLU, Disciplinary Separation, etc.) along with any underlying reasons for the placement.
    3. Inmate conduct will be shared, both historical and recent.
- V. Upon Arrival at SCI/JCI
  - A. Provide SCI/JCI staff with the following materials:
    1. Original DOC-45.
    2. Original DOC-120 (color copy can be provided to sending facility staff).
    3. DOC-67 if appropriate.
    4. Copies of any conduct reports related to placement in RH or issued while in RH.
    5. All required Inmate Health Records.

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- 6. Any medication to be provided to inmate along with recording documents.
- 7. Allowable property items for respective status.

**VI. Sending Facility Actions While Inmate is at SCI/JCI**

- A. Schedule any advocate, disciplinary committee, or Re-classification Committee visits with SCI/JCI Security Director/Designee.
  
- B. Conduct seven-day review of placement in TLU and provide SCI/JCI with DOC-67.
  
- C. Provide advocate for purpose of due process requirements, if appropriate.
  
- D. Conduct disciplinary hearings as time limits require.
  
- E. Retain all property not allowed in Restrictive Housing unless a change in supervision has been approved.
  
- F. Ensure Re-classification Committee decisions are finalized in a timely manner, if appropriate.