



# 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.

*Daniel Winkleski*

Name of Individual Certifying this Document/Proposed Document

*Warden - NLE*

Title


*Daniel Winkleski*

Signature

*04-16-2020*

Date Signed

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

 <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 9
	<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.

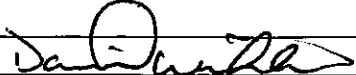
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- I. If an inmate is extended past 21 days, a written notice from the Warden/designee shall be delivered to the inmate with a brief explanation of why an inmate's TLU has been extended past 21 days.
  
- J. TLU time shall not be considered time served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

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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<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> 		

**REFERENCES**DAI 306.00.16 – ContrabandNLCI 600.08 - Medication DistributionNLCI 900.05.03 - Inmate MovementNLCI 900.06.02 - Health Care Needs of Inmate Patients in SegregationNLCI Daily ReportNLCI Shift Report**DEFINITIONS, ACRONYMS, AND FORMS**DOC-9 - Adult Conduct ReportDOC-236 - Property Inventory – MaleDOC-796 – Personal Property Held – Inmate Restrictive Housing StatusDOC-1128 – Temporary Lockup Restrictive Housing Allowed PropertyDOC-1266 – Contraband Property TagDOC-3509 – Psychology Input for Security DecisionsDOC-2466 – Incident ReportGP – General PopulationHSU – Health Services UnitMH – Mental HealthNLCI – New Lisbon Correctional InstitutionRH – Restrictive Housing

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**FACILITY PROCEDURE****I. General Guidelines****A. Placement in TLU**

1. Area, Unit, and RH staff will be notified in advance when a TLU placement will occur as time permits.
2. Standard staffing for a TLU placement from one area to another is one Security Supervisor and three Officers. Depending on the circumstances, the number of security staff may vary.
3. Clearing of areas for TLU placement is at the discretion of the responding Security Supervisor or Unit Manager. Staff retains discretion to clear areas in the event of emergencies or disruptions.
4. Once inmate is restrained and under escort, the receiving unit will be notified by the sending unit staff via phone the inmate is in route.
5. Escorting Supervisor will notify Control Center and RH via radio the inmate is in route.
6. If available, one staff from each non-affected area will report to Main Street and assist in the monitoring of inmates on Main Street and the TLU escort.
7. The Supervisor making the TLU placement will complete a DOC-67.
8. Inmates will be provided an opportunity to make a statement and sign the DOC-67. If the inmate refuses to do either, this must also be documented. A copy of the DOC-67 will be provided to the inmate at the time of placement.
9. The completed DOC-67 will be forwarded to the Security Director for review and TLU placement will be noted on the Shift Report with the justification for placement.
10. RH staff will review the RH Unit Disciplinary Separation/TLU Orientation with the inmate and provide an opportunity to sign.

**B. TLU Review**

1. The Security Director will review all TLU placements within two working days to determine appropriateness for continued placement and document on the DOC-67.
2. The Security Director will notify Security Supervisors regarding the inmate's release from TLU as needed.
3. The Security Director will review TLU placements every seven days and complete a DOC-68.

**C. Property Pack Up and Inventory**

1. Unit staff will immediately secure the inmate's cell. If the inmate has a roommate, the roommate will be removed from the cell and his key will be confiscated until the TLU inmate's property can be packed and removed from the cell.
2. Unit staff will inventory, pack and send the inmate's property to RH during the same shift as the TLU placement. If unable to complete the pack up and inventory, the unit Sergeant must notify a Security Supervisor who will designate a staff member to complete the process. The legible name of the

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staff who packed and inventoried the property must be printed in the unit log book, DOC-236 and DOC-1128. After the pack up is completed, the roommate may return to the cell.

3. Contraband must be separated and placed in a separate tote. A DOC-1266 will be completed, listing each individual item.
4. Tamper-proof seals will be inspected on all electronic devices. If tampering is evident, process as contraband.
5. Electronic devices will be plugged in, turned on and inspected for any visible damage. Results will be noted on DOC-236.
6. State issued clothing and shoes will be packed and sent to the RH Property Officer. Any excess state issued clothing and shoes will be sent to the Laundry.
7. All state issued linens will be sent to the Laundry.
8. All dirty dishware will be emptied and rinsed prior to packing.
9. All medication will be immediately sent to HSU, with the exception of Albuterol inhalers, Epi-pens and Nitroglycerin which is delivered directly to the RH Sergeant.
10. Medical assistive devices such as hearing aids, walkers, canes and crutches will be sent to HSU to be reviewed. In the event the items are denied, they will be labeled with the inmate's name and number and stored in the RH Property area. Abuse of allowed items will be grounds for immediate confiscation and review.
11. State owned library books will be sent to the Library.
12. Door tags and unit file will be sent to RH.
13. The property inventory will be legibly recorded on a DOC-236. The officer packing the property must legibly print name, sign and date the form.
14. The allowed TLU property must be legibly recorded on a DOC-1128. The officer packing the allowable TLU property must legibly print name, sign and date the form.
15. Inmate must be permitted to review and sign the DOC-236, DOC-796 and DOC-1128 unless his status precludes him from doing so (i.e., Observation, Control). A copy will be generated and issued to the inmate after signature.
16. Copies of the DOC-236, DOC-796 and DOC-1128 will be provided to the Security Supervisor's office. The original DOC-236, DOC-796 and DOC-1128 will be placed in the RH property officer's mail slot located in the RH Officer Station.
17. Property not allowed in TLU status will be stored in the RH property storage room.
18. Upon inmate's release from TLU or RH status, his property will be returned to him.

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**II. Responsibilities****A. Unit or Area Staff where the TLU is taking place**

1. Notify a Security Supervisor and Unit Manager regarding potential situations which may necessitate a TLU placement.
2. Assess situation to determine if area should be cleared of inmates or if additional assistance is needed.
3. Place inmate in restraints as directed by Security Supervisor.
4. Notify RH staff and Control via phone of inmate being placed in TLU.
5. Provide RH staff with the inmate's name, number and current assigned room number.
6. Monitor unit or area climate.

**B. Sending Unit Staff**

1. Immediately secure the inmate's cell. If applicable, remove roommate and confiscate key until property is packed and removed.
2. Inventory, pack and send the inmate's property to RH on the same shift in which inmate was placed in TLU.
3. Tamper-proof seals will be inspected on all electronic devices. If tampering is evident, process as contraband. Electronics should be plugged in and tested for basic on and off functions and inspected for any visible damage, note working or not-working on DOC-236.
4. If property cannot be processed on the same shift, the Security Supervisor will be contacted and may direct assistance to the unit to get the property packed or authorize staff to stay past assigned shift to complete property inventory.
5. After TLU inmate's property is removed from the cell, inventoried and packed, return roommate to cell.
6. Record inventory on DOC-236. Must legibly print name, sign and date the form.
7. Record allowable TLU property on DOC-1128. Must legibly print name, sign and date the form.
8. Permit inmate to review and sign DOC-236 and DOC-1128 unless his status precludes him from doing so (i.e., Observation, Control). Provide a copy to the inmate after signature is obtained.
9. Pack and send state-issued clothing and shoes to RH.
10. Package all medications and immediately send to HSU. Do not pack within property.
11. Remove state-owned books and send to the Library.
12. Send door tags and unit file to RH.
13. Write DOC-9 for any contraband found.

**C. Staff Transporting TLU Property to RH**

1. Deliver property to RH and review DOC-236 and DOC-1128 with inmate. Inmate will be provided the opportunity to sign and date both forms. If the inmate refuses, this must be documented on the form. Provide a copy to the inmate after signature is obtained or refusal to sign.



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2. Ensure allowable TLU property is issued to inmate within 24 hours of original placement unless otherwise denied due to documented security concerns.
3. Deliver copies of DOC-236, DOC-796 and DOC-1128 to Supervisor's office to be verified and signed by Supervisor.
4. Deliver signed copies of DOC-236 and DOC-1128 to RH Officer Station.
5. Deliver all prescribed medications to HSU except Albuterol inhalers, Epi-pens and Nitroglycerin which will be delivered directly to the RH Sergeant.

**D. RH Staff**

1. Strip search inmate upon entry to RH.
2. Document all items taken from inmate on DOC-796.
3. Notify Supervisor of MH code and assigned cell.
4. Review and sign RH Unit Disciplinary Separation/TLU Orientation with inmate.
5. Issue RH clothing and escort to designated cell.
6. Document inmate's transfer on Restricted Housing Status sheet.

**E. RH Property Officer**

1. Ensure property is accompanied by a completed DOC-236, DOC-796 and DOC-1128.
2. Do not accept property without these forms. Return to sending unit for inventory as needed.
3. Secure and store property not allowed in TLU status.
4. Return property upon release from TLU/RH status or RH Building.

**F. RH Captain**

1. Review medical assistive devices with HSU staff for appropriateness in RH.
2. Notify Security Director of TLU placements nearing end of initial 21 days.

**G. HSU Staff**

1. Review medical assistive devices with RH Captain for appropriateness in RH.
2. Review all medications and forward to RH for placement on the medication cart.

**H. PSU Staff**

1. Review all TLU placements of inmates having a mental health code of MH-2A, MH-2B or ID.
2. Complete DOC-3509 as necessary and forward to the Security Director.

**I. TLU Officers**

1. Report to area as directed by Supervisor for TLU placement.
2. Provide proper restraint of inmate and perform a pat search. Leave unit key on unit. Ensure ID is removed from inmate and given to escorting Supervisor.
3. Escort inmate to RH.

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**J. Security Supervisors**

1. Respond to area as needed for potential TLU placements, identifying three Officers to provide assistance.
2. Ensure area, Control Center, RH staff and HSU are notified of placement.
3. Assess situation to determine if area should be cleared of inmates or if additional assistance is needed.
4. Provide supervision for inmates who are being placed in restraints.
5. Monitor area climate.
6. Provide for continued supervision of inmates during escort to RH.
7. Serve DOC-67 to inmate, providing a written reason for TLU placement. Obtain statement from inmate and inmate signature or document refusal to do one or both.
8. Print name, sign, date, and enter the time served to the inmate. Provide copy of DOC-67 to inmate.
9. Provide photocopy of DOC-67 to RH staff, HSU and Security Suite.
10. Instruct staff to document incident via a DOC-9 or DOC-2466 as appropriate.
11. Notify PSU staff of placements of inmates having a mental health code of MH-2A, MH-2B or ID.
12. Notify Security Director of TLU placement and justification.
13. Review DOC-236, DOC-796 and DOC-1128 for completed documentation and legible name and signature of staff conducting the property inventory.
14. Notify Security Director of TLUs involving ongoing investigations nearing the end of the allowed 21 day time limit.

**K. Security Director**

1. Review TLU placements within two working days to determine whether or not placement is appropriate. If not, order the inmate released from TLU. If released with DOC-9 pending, notify unit staff of the release. Document decision regarding continued placement on the DOC-67.
2. Consult with PSU staff regarding placement of and conditions of confinement of inmates having a mental health code of MH-2A, MH-2B or ID, requesting DOC-3509 to be completed.
3. Review placements in TLU every seven days to determine whether TLU placement continues to be appropriate. Complete DOC-68.
4. Make recommendations to Warden for inmates requiring placement beyond 21 days.

**L. Warden**

1. Review requests for extensions of TLU placements beyond 21 days for appropriateness and approve or deny.
2. Provide a brief written notification of reasoning for extension beyond 21 days to inmate.