

 <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> 306.00.12	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 04/15/01	<b>New Effective Date:</b> 08/31/20
	<b>Supersedes:</b> 306.00.12	<b>Dated:</b> 05/01/17
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Notification and Visitation of Inpatient Inmates		

**POLICY**

The Division of Adult Institutions may permit visitation to inmates who are hospitalized inpatients.

**REFERENCES**

Wisconsin Statutes s. 302.15 – Activities off Grounds  
Wisconsin Administrative Code Ch. 306 – Security  
Wisconsin Administrative Code Ch. 309 – Resources for Inmates  
DAI Policy 309.06.01 – Visiting  
DAI Policy 500.00.01 – Advance Directives for Health Care

**DEFINITIONS, ACRONYMS AND FORMS**

Alternative to Revocation (ATR) – Status of an offender who has violated his/her community supervision and has been placed in a facility.

Close Family Member – Inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

DAI – Division of Adult Institutions

Death Bed Visit – Visit to a terminally ill close family member for whom death is imminent (to occur at any moment) as determined by a licensed physician.

DOC – Department of Corrections

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOC-2466 – Incident Report

Guardian – A person appointed by the court to have care, custody and control of a minor or incompetent person. DOC staff cannot act as guardian or health care agent for any DOC inmate.

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Guardian ad Litem – An attorney-at-law appointed by the court to represent the interest of an incompetent person. DOC staff cannot act as guardian or health care agent for any DOC inmate.

Health Care Power of Attorney – The designation, by an individual, of another as his or her health care agent for the purpose of making health care decisions on his or her behalf if the individual cannot, due to mental incapacity.

Incompetent – A legal term used to designate a person found by a court to be substantially incapable of managing his or her property or caring for himself or herself by reason of infirmities of aging, developmental disabilities or other like incapacities.

## **PROCEDURE**

### **I. Notifications for Hospitalization and/or Visitation**

- A. Notification of admittance for inpatient hospitalization and/or allowance of visitation shall only take place when one or more of the following criteria are met:
1. An inmate is considered as being on his/her death bed, where death is imminent, as determined by a licensed physician.
  2. Medical circumstances have occurred that are deemed as unusual by the Warden of the sending facility, such as:
    - a. Major/vital organ surgery/transplants (e.g., kidney, heart, liver, etc).
    - b. Life threatening medical condition as determined by a licensed physician.
    - c. Extended stays (anticipated long-term admission in excess of 14 days).
    - d. Neurosurgical procedures that shall cause the inmate to be unable to make informed consent for a period of time.
  3. An inmate has been declared incapacitated by two licensed physicians.
  4. When the Warden believes it would be in the best interest of the inmate patient to allow.
- B. Once criteria are met, facility staff, under the direction of the Warden, shall provide notification to emergency contact, next of kin, activated power of attorney for health care, legal guardian or close family member(s) when inpatient hospitalization occurs.
- C. In cases where an inmate has not been declared incompetent or otherwise unable to make his/her medical choices known, a DOC-1163A, authorizing the disclosure of his/her medical condition/location to authorized parties must be obtained prior to notification.
- D. The designated facility staff member shall maintain contact with facility security staff and/or a corrections security unit staff to ensure that all parties are advised of tentative visitors and to maintain appropriate security levels.

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- E. For inmates placed in a corrections security unit or hospice facility, the designated facility staff shall direct the emergency contact/next of kin, close family member(s) to make contact with security personnel at those locations to coordinate visit times.
- F. For inmates placed in hospitals without a corrections security unit, the designated facility staff member shall provide the close family member(s) with the necessary visiting information and coordinate this with facility security staff, as well as hospital personnel.

## **II. Allowable Visits**

- A. Approved visitors include only close family members of the inmate as designated on the inmate's visiting list or a Guardian or Health Care Agent when one has been appointed. The Warden/designee may approve special circumstance visits.
- B. Visit requests shall be processed on a case by case basis by facility staff.
  - 1. Facility staff shall notify respective DOC staff at the hospital of any impending visits.
  - 2. Information relayed should include anticipated time of occurrence, number of respective visitors, ages, etc.
- C. Approved visitors are limited to a maximum of two adults and two children under the age of 18 in the room at one time. Allowing additional visitors is at the discretion of the Warden/designee, dependent on the inmate's medical status and hospital regulations.
- D. Visitation shall be coordinated with hospital personnel, considering hospital policies and requirements regarding visiting times, length, location, etc. The medical needs of the inmate patient shall take precedence over any visitation.

## **III. Visiting Regulations**

- A. Visitors may be subject to metal detection using approved hand held metal detectors.
- B. All visits shall occur in the inmate's assigned room, unless otherwise directed by a supervisor and/or at the request of hospital personnel.
- C. Visitors shall be permitted to embrace the inmate at the beginning and end of the visit and may hold hands during the visit. Visitors are not permitted to sit, lay, lean, etc., on the hospital bed and shall utilize provided chairs.
- D. Visitation is limited to a maximum of one hour during standard hospital visitation hours. The facility Warden/designee may authorize additional visiting time.

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- E. Visitors are responsible for supervising their children at all times.
- F. Visitors manifesting signs of being under the influence of an intoxicating substance shall not be permitted to visit. In such cases, hospital security or local law enforcement shall be contacted.
- G. Visitors are allowed to bring in items consistent with DAI Policy 309.06.01.
- H. Visits may be terminated at any time if the visit or visitor interferes with medical treatment or if visitors violate acceptable visiting conduct.
  - 1. Problematic or non-approved visitors shall be required to leave the area.
  - 2. Refusal to do so shall result in hospital security and/or local law enforcement being contacted.
- I. Once the visit is completed, a visitor shall leave the room/area immediately. If a visit is terminated early, staff shall notify their respective supervisor and complete DOC-2466.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Dodge Correctional Institution		
<b>Original Effective Date:</b> 3/11/13	<b>DAI Policy Number:</b> 306.00.12	<b>Page</b> 5 of 6
<b>New Effective Date:</b> 12/14/20	<b>Supersedes Number:</b> N/A	<b>Dated:</b> N/A
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Notification and Visitation of Inpatient Inmates		
<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> Jason D. Benzel, Warden		

**FACILITY PROCEDURE**

**I. Notification of Inpatient Hospitalization**

- A. Once criteria are met under section I.A. of this DAI policy and under the direction of the Warden, the assigned Social Worker shall provide notification to the emergency contact, next of kin, activated power of attorney for health care, legal guardian and/or close family member(s).
- B. If the inmate has not been declared incompetent or otherwise is unable to make his/her medical choices known a DOC-1163A shall be obtained prior to notification.
- C. In the absence of an assigned Social Worker or outside of business hours (Monday-Friday 7:45AM-4:30PM) a Shift Supervisor shall provide notification of inpatient hospitalization.

**II. Notification of Inpatient Visitation**

- A. Inpatient visitations are allowable under the direction of the DCI Warden.
- B. The DCI Warden shall consult with the Warden of facility providing vigil coverage or with the Warden of the current facility, if the inmate is in a temporary hold status.
- C. Once criteria is met under section I.A. of this DAI policy and under the direction of the Warden, the assigned Social Worker shall discuss visitation with close family members as designated on the inmate's visiting list, guardian and/or health care agent.
  - 1. For inmates placed in a corrections security unit, the Social Worker shall direct them to make contact with the security personnel at those locations to coordinate visit times.
  - 2. For inmates placed in hospitals without a corrections security unit, the Social Worker shall coordinate with hospital personnel and shall provide necessary visiting information to the close family, guardian or health care agent.
- D. The Social Worker shall notify the Shift Supervisor of any impending visits.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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- E. Shift Supervisors shall notify respective DOC staff at the hospital of any impending visits.
- F. Shift Supervisors shall ensure all parties are advised of possible visitors and to maintain appropriate security levels
- G. In the absence of an assigned Social Worker or outside of business hours (Monday-Friday 7:45AM-4:30PM), Shift Supervisors shall consult with the Warden and provide the close family members, guardian and/or health care agent of an inmate with necessary visiting information as outlined under section B.1. and B.2. of this facility procedure.
- H. A DOC-2466 shall be completed documenting visit
  1. If the inmate is in corrections security unit DOC staff at the corrections security unit shall complete DOC-2466.
  2. If the inmate is not in a corrections security unit, facility staff providing vigil shall complete a DOC-2466.