

 <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> 309.06.02	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 04/23/09	<b>New Effective Date:</b> 10/19/20
	<b>Supersedes:</b> 309.06.02	<b>Dated:</b> 12/14/16
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Visitor Entrance – Special Needs		

**POLICY**

The Division of Adult Institutions shall provide reasonable access to facilities for visitors with special needs.

**REFERENCES**

Wisconsin Administrative Code DOC 306.18 – Search of Visitors

Wisconsin Administrative Code DOC 309.06 – Visitation

Wisconsin Administrative Code DOC 309.08 – Visiting List

Federal Americans with Disabilities Act – §35.136 – Service animals

DAI Policy 309.06.03 – Volunteers, Pastoral Visitors, Program Guests and Interns

**DEFINITIONS, ACRONYMS AND FORMS**

Assistive Devices – Canes, crutches, walkers, braces, walking boot, etc.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2424 – Visitor Requesting Accommodations

GPS Monitoring – Global Positioning System for twenty-four hour monitoring of individuals.

Medical Appliance – Plate, pacemaker, screws, rods, artificial joints, etc.

Service Animal – Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and

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neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

USPS – United States Postal Service

Visitors – Include, but are not limited to, volunteers, attorneys, clergy, mentors and inmate visitors.

WICS – Wisconsin Integrated Corrections System

## **PROCEDURE**

### **I. Visitor Entrance – Special Needs**

- A. Visitors who may be unable to successfully clear and walk through the metal detector due to a medical appliance/assistive device, shall submit a completed DOC-2424 to the Security Director/designee prior to the visit.
- B. The visitor shall complete the respective portion of the DOC-2424 and provide it to their medical professional who shall complete the respective portion of the DOC-2424 and send it via fax, USPS mail or email to the Security Director/designee. The medical professional shall:
  1. Specify the location of the medical appliance.
  2. Not specifically identify what type of medical appliance is present.
  3. Specify the type of assistive device and whether or not it is permanent.
- C. The Security Director/designee shall investigate and verify all such claims prior to the visitor being allowed entrance.

### **II. DOC-2424 Completion and Distribution**

- A. The Security Director/designee shall approve or deny the DOC-2424.
- B. It shall be documented in either the inmate's visitor list/special accommodations in WICS or the volunteer database in accordance with the DAI Policy 309.06.03 that a DOC-2424 was processed and the decision rendered.
- C. Documentation on the inmate's visitor list or volunteer database shall include the facility's acronym, date information is entered and a very brief comment (i.e., hand scanning required-metal plate in head.)
- D. After verification and if approved, the DOC-2424 shall be scanned and saved in an electronic folder in the Security Directors group folder for access by other facilities.
- E. A copy of the approved/denied DOC-2424 shall be provided to the visitor. A copy shall not be provided to the inmate.

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### **III. Wheelchairs/Medical Appliances/Assistive Devices**

- A. Visitors shall utilize a facility provided wheelchair inside the facility and shall be expected to transfer from their personal wheelchair to the facility provided wheelchair on their own accord and/or with assistance from family/friends.
- B. Staff shall not assist with transfer into wheelchairs or pushing wheelchairs.
- C. If a visitor is unable to use a facility provided wheelchair (e.g., requires a specialized chair, custom fitted, motorized, electric scooters), verification for a specialized wheelchair shall be provided on the DOC-2424 prior to the visit.
- D. Staff shall thoroughly inspect any personal wheelchairs, scooters and assistive devices used to enter the facility.
- E. Assistive devices that come apart and/or are hollow shall be taken apart as feasible and/or scanned through the x-ray machine, if available.
- F. Hand held metal detection shall be used if unable to be processed through the x-ray machine.
- G. The Security Director/designee may approve the waiver of the walk through metal detector and allow the visitor to be scanned by hand held metal detection.

### **IV. Service Animals**

- A. Inquiries
  - 1. Staff may ask the visitor:
    - a. "Is the animal a service animal required because of a disability?" If the answer is yes, then:
    - b. "What work or task has the service animal been trained to perform?"
    - c. Staff shall not make these inquiries about a service animal when it is readily apparent an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind, pulling a person's wheelchair, or providing assistance with stability to an individual with an observable mobility disability).
  - 2. If the animal is not a service animal, then the animal will not be permitted to enter the facility, with the exception of certain miniature horses upon review of staff of the following factors:
    - a. The miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.
    - b. The type, size and weight of the miniature horse and whether the facility can accommodate these features.
    - c. Whether the handler has sufficient control of the miniature horse.
    - d. Whether the miniature horse is housebroken.

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- e. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
  3. Visitors who require a service animal are not required to provide verification for an accommodation from a physician.
  4. Visitors are not required to show verification as to the certification of the service animal, whether trained or in training.
- B. Staff shall visually inspect the service animal for potential contraband but shall not attempt to touch the service animal. If something suspicious is noted, staff shall direct the visitor to physically inspect the area (i.e., under the collar, harness, etc.)
- C. Visitors are responsible for the care and control of the service animal. Staff may deny entrance to a service animal or ask the visitor to remove the service animal if:
1. The service animal is out of control and the handler does not take effective action to control it.
  2. The service animal is not housebroken.
- D. The visitor may be allowed to enter without the service animal.
- E. Service animals shall not be left unattended in vehicles and/or on state property.
- V. GPS Monitoring**
- A. Any approved visitor with a GPS monitoring unit shall be reviewed on an individual basis by the Security Director/designee regarding being unable to successfully clear and walk through the metal detector due to the GPS unit.
- B. Approval by the Security Director/designee allows for the waiver of the walk through metal detector and allows the visitor to be scanned by hand held metal detection. The Security Director/designee shall enter a special accommodation in WICS.
1. If the hand scanner alarms in any other area (other than that of the GPS unit itself) of the proposed visitor's person, the visitor shall not be allowed to enter the facility.
  2. Staff shall visually inspect the area of the GPS unit for any potential contraband. If something suspicious is noted, staff shall direct the visitor to physically inspect the area of concern.

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

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Oshkosh Correctional Institution		
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<b>Will Implement</b> <input type="checkbox"/> <b>As written</b> <input checked="" type="checkbox"/> <b>With below procedures for facility implementation</b>		
<b>Warden's/Center Superintendent's Approval:</b> Sarah Cooper, Warden		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS**

OSCI – Oshkosh Correctional Institution

**FACILITY PROCEDURE**

**NOTE:** Wheelchairs, canes, and walkers will be available in the Lobby as needed for visitors.

**RESPONSIBILITY**

- I. Visitor
  - A. Receive notification of accommodation approval/denial. If approval of accommodation was provided at a previous institution, it is not necessary to complete again.
  - B. Visitors will be processed through metal detector and if unable to clear will then be hand-scanned by staff. Bypass of medical detector will need to be included on approved medical documentation.
  - C. Visitors will not be allowed to take a personal cane or walker past the lobby. Visitors requiring use of a cane or walker will be provided with an institution model to use during the visit.
  - D. Retain receipt from lobby staff for return of personal property left in lobby.
  - E. Visitors on GPS monitoring must have DOC-2424 completed by the agent or electronic monitoring staff and mailed/faxed directly to OSCI.
  
- II. Lobby Security Staff
  - A. Process all visitors in a courteous and professional manner through metal detector or hand-scanner.
  - B. Notify visiting room staff of special needs visit.
  - C. Place a tag on visitor personal property left in lobby and provide receipt to visitor.
  - D. Obtain receipt from visitor prior to returning visitor personal property.
  - E. Notify Security Supervisor if any problems are encountered and document on an Incident Report.
  
- III. Visiting Room Staff
  - A. Process all visitors in a courteous and professional manner.
  - B. Notify Security Supervisor if any problems are encountered and document on an Incident Report.
  
- IV. Security Supervisor
  - A. Report to Lobby or Visiting Room when problems arise with visitors.
  - B. Review Incident Report.
  - C. Approve/deny visitors as appropriate in a courteous and professional manner.

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- V. Security Director/Designee
  - A. Receive DOC-2424 and verify special need.
  - B. Approve or deny special need as appropriate.
  - C. Complete and distribute DOC-2424 as appropriate.
  - D. Review and complete Incident Report.