

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.02	Page 1 of 4
	Original Effective Date: 06/13/07	New Effective Date: 08/31/20
	Supersedes: 309.55.02	Dated: 03/01/17
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Lay-In and Sick Cell Status		

POLICY

The Division of Adult Institutions shall establish and maintain a uniform process to manage inmates who request or medically require time off from work or program assignments.

REFERENCES

Wisconsin Administrative Code s. DOC 309.55 – Compensation

Wisconsin Administrative Code Ch. DOC 316 – Copayment

Wisconsin Administrative Code s. DOC 324 – Work and Study Release

DEFINITIONS, ACRONYMS AND FORMS

Assignment Supervisor – Inmate work or program supervisor/designee.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-98A – Accident Report – Offender

DOC-2466 – Incident Report Form

DOC-3504 – Infection Control: Patient and Employee Precautions

HSU – Health Services Unit

Lay-In – Non-paid status indicating the inmate has been excused from his or her work or program assignment until the next work or program day at the discretion of the assignment supervisor. Inmates on lay-in shall remain in their room until the start of next work or program assignment.

Sick Cell – Paid status at involuntary unassigned rate. Sick cell status shall be designated by Health Service staff. HSU determines restrictions regarding activities for sick cell. HSU shall document restrictions in WICS. No sick cell compensation shall be paid to inmates participating in a work release program approved under ch. DOC 324.

DAI Policy #: 309.55.02	New Effective Date: 08/31/20	Page 2 of 4
Chapter: 309 Resources for Inmates		
Subject: Lay-In and Sick Cell Status		

PROCEDURE

- I. Inmates requesting lay-in shall report each day to their assignments to request lay-in from assignment supervisor.**
 - A. Housing unit staff shall notify the assignment supervisor and HSU when an inmate is obviously too ill or injured to report to the work site.
 - B. Lay-in status shall include remaining in their cells until the next day of work or program assignment.
 - C. Facilities shall determine procedures for inmates to attend meals or visits while on lay-in status.
 - D. On The third consecutive day of lay-in, the assignment supervisor or housing unit staff shall notify HSU.
- II. Assignment Supervisor shall:**
 - A. Determine if lay-in status is granted.
 - B. Monitor and track inmate requests for lay-in.
 - C. Notify housing unit of inmate lay-in status.
- III. Third Consecutive Day of Lay-In**
 - A. HSU shall complete a face-to-face assessment with the inmate that day.
 - B. Copayment shall apply.
 - C. HSU staff shall determine sick cell status, notify assignment supervisor, document in WICS and complete DOC-3504, if applicable.
 - D. If there is no nurse on site for a face-to-face assessment, a call shall be placed to the Nurse Clinician 4 (Centers only) or on-call nurse to determine the medical status and level of care needed.
- IV. Sick Cell Activity and Restrictions shall be Determined by HSU.**
 - A. Sick cell pay Status shall not be in Effect Until the Inmate is assessed by HSU.
 - B. Housing unit staff shall monitor Inmate sick cell status compliance.
- V. Work Related Injuries Reported on a DOC-98A or DOC-2466 shall not Affect Pay Status.**

DAI Policy #: 309.55.02	New Effective Date: 08/31/20	Page 3 of 4
Chapter: 309 Resources for Inmates		
Subject: Lay-In and Sick Cell Status		

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 12/13/07	DAI Policy Number: 309.55.02	Page 4 of 4
New Effective Date: 06/24/21	Supersedes Number: 309.55.02	Dated: 6/23/17
Chapter: 309 Resources for Inmates		
Subject: Lay-In and Sick Cell Status		
Will Implement <input checked="" type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jon Noble		

I. FACILITY PROCEDURE

- A. Inmates on lay-in status shall be on room confinement for 24 hours or until the next work day or program assignment, whichever comes first.
- B. Inmates on lay-in status shall be required to remain in their rooms at all times except:
1. To attend visits
 2. To attend professional visits/attorney calls
 3. To get meals to eat in their room
 4. To use the bathroom
 5. To take a shower
 6. To go to HSU appointments
- C. Abuse of lay-in status may result in referral for reassignment.

II. RESPONSIBILITIES

- A. Housing Unit Staff shall ensure inmates are complying with lay-in or sick cell guidelines.
- B. Inmates shall:
1. Comply with all HSU medical restrictions due to lay-in or sick cell status.
 2. Report to HSU as scheduled or when called for a medical assessment on the third consecutive day of lay-in status.
- C. Assignment Supervisor shall:
1. Notify HSU if authorizing the third day of lay-in status.
 2. Track inmate lay-in or sick cell status on the inmate timesheet.
- D. HSU Staff shall determine lay-in or sick cell status and necessary medical restrictions and notify Assignment Supervisor and Housing Unit of determination.
- E. Business Office shall adjust inmate pay for work or programming based on inmate's lay-in or sick cell status.