

 <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 5
	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.

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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.**

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
Original Effective Date: 01/28/06	DAI Policy Number: 309.55.02	Page 4 of 5
New Effective Date: 01/19/21	Supersedes Number: 309.55.02	Dated: 09/06/17
Chapter: 309 Resources for Inmates		
Subject: Lay-In and Sick Cell Status		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Peter J. Jaeger		

DEFINITIONS, ACRONYMS, AND FORMS[DOC-780](#) - Inmate Performance Evaluation[DOC-1408](#) - Offender Work Program Assignment Placement**FACILITY PROCEDURE**

- I. **When placed on sick-cell status**, pay for the previous lay-in days will not be retroactive.

- II. **Lay-in or Sick Cell Abuse:**
 - A. If an assignment supervisor or unit staff determines an inmate may be abusing sick-cell, they shall counsel the inmate on the negative effects of his abuse.

 - B. If the assignment supervisor and HSU find cause to support the finding of abuse, it will be noted on the DOC-780 and submitted to the Jobs Workgroup.
 1. The inmate may be placed on a probationary pay status and experience a loss of pay one to two pay ranges not to exceed six (6) months.
 2. The inmate may also be referred for consideration of removal from the work assignment (via DOC-1408).

- III. **Responsibilities:**
 - A. Assignment supervisor (includes first scheduled: work supervisor, teacher or program provider)
 1. Determine lay-in status.
 2. Notify housing unit (and school officer, if necessary) of lay-in status.
 3. Document lay-in status on pre-printed work schedule that is turned into the business office.
 4. Track and monitor inmate requests for lay-in.
 5. Notify HSU on the third consecutive day of lay-in so the inmate is seen.
 6. Monitor possible abuse of lay-in status (may be based on the frequency over time).
 - a. If abuse is suspected, discuss with unit staff and/or school officer, as appropriate. Inmate may be sent to HSU for confirmation.
 - b. If abuse is determined appropriate, discuss with the inmate via use of the DOC-780. Note all parties contacted who confirm suspected abuse.
 - c. Submit completed form along with a DOC-1408 to Jobs Workgroup which describes recommendation for a pay rate change or termination.

 - B. Health Service Unit

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
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1. Provide a face-to-face assessment upon receiving notification from the assignment supervisor.
2. Determine need for sick-cell status. Staff shall notify the medical program assistant associate who shall notify inmate accounts to adjust pay status.
3. Exceptions may be made when appropriate, to extend lay-in status (e.g. influenza outbreak). HSU supervisor shall notify PDCI staff when such circumstances occur.

C. Housing Unit Staff

1. Ensure inmates report to their assignment supervisor to request lay-in status, unless the inmate is obviously ill or injured.
2. Notify the work supervisor or school officer when an inmate is obviously ill or injured and will not report to their assignment.
3. Track and monitor inmate requests for lay-in. Document lay-in occurrences in red ink on inmate's warning card.
4. If lay-in abuse is suspected, report the abuse to the assignment supervisor.

D. Inmate

1. Report to work each assigned day.
2. Request lay-in status from your assignment supervisor when appropriate.
3. Third consecutive day of lay-in, report to HSU for a scheduled face-to-face assessment when set up by your assignment supervisor. Co-payment will be required.