

# 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.

Doug Percy

Name of Individual Certifying this Document/Proposed Document

DAI Assistant Administrator

Title


Doug Percy

Signature

6/25/19

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> 306.00.01	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 11/15/96	<b>New Effective Date:</b> 10/16/18
	<b>Supersedes:</b> 306.00.01	<b>Dated:</b> 09/17/18
	<b>Administrator's Approval:</b> Jim Schwochert, 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> 306 Security		
<b>Subject:</b> Electronic Monitoring Surveillance		

## POLICY

The Division of Adult Institutions shall maintain the safety of the public, staff and inmates by electronically monitoring and recording the activities and conversations of inmates via video and/or audio.

## REFERENCES

Wis. State Statute 302.07 – Maintenance of Order

DOC Administrative Code 306 – Security

DOC Administrative Code 309 – Resources for Inmates

Executive Directive 72 – Sexual Abuse and Sexual Harassment in Confinement (PREA)

DAI Policy 306.16.01 – Use of Body Cameras

## DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

Electronic Monitoring - The use of various methods of electronic surveillance to gather and retain information about the activities and locations of inmates.

Recording - The electronic recording (video and/or audio) of an inmate's activities.

Surveillance - Close observation (including electronic monitoring and recording) of a group or individual under suspicion.

## PROCEDURE

- I. Surveillance and/or monitoring of activities throughout the facility may be accomplished by electronic devices including audio and visual recordings.
- II. English and Spanish notification of electronic monitoring shall be provided at the facility entrance and inmate handbooks.
- III. Monitoring and/or surveillance of activities may occur anywhere subject to the following exclusions:
  - A. Inmate/attorney visits.
  - B. Medical discussions where confidentiality is an issue.

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- C. The facility shall develop procedures that enable inmates to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks.
  
- IV. Recording interviews with inmates may be conducted with approval by the Warden/designee through the use of video and/or audio equipment by approved staff.
  
- V. The Warden/designee shall assign staff to review surveillance recordings.
  
- VI. The DAI Administrator/designee shall be notified if any alleged staff misconduct is suspected or observed during the course of an investigation involving electronic monitoring of inmates.
  
- VII. Use of electronic recordings as evidence during a staff investigation of alleged misconduct requires the notification of the DAI Administrator.
  
- VIII. The planned use of electronic surveillance to monitor/record staff activities (in cases of alleged misconduct) requires the approval of the DAI Administrator and DOC Secretary's Office.
  
- IX. The DAI Administrator shall notify the DOC Secretary's Office if electronic surveillance or monitoring reveals staff misconduct.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Oakhill Correctional Institution		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b>	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b> 306.00.01	<b>Dated:</b>
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Electronic Monitoring Surveillance		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
  - 1.
  - 2.
    - a.
    - b.
    - c.
  - 3.
- C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other