



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.

James Greer

Name of Individual Certifying this Document/Proposed Document


Director, Bureau of Health Services

Title

Signature

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.70.04	Page 1 of 4
	Original Effective Date: 01/22/10	New Effective Date: 05/27/15
	Supersedes: 500.70.04	Dated: 12/02/11
	Administrator's Approval: Cathy A. Jess, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Psychological Input to Security Decisions		

POLICY

The Division of Adult Institutions shall ensure that Psychological Services staff provides relevant input to Security staff in the context of disciplinary procedures.

REFERENCES

Wisconsin Administrative Code Ch. DOC 303 – Discipline

DAI Policy 500.70.01 – Mental Health Screening, Assessment and Referral

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-84 – Disciplinary Hearing – Reasons for Decision and Evidence Relied On

DOC-2466 – Incident Report – WICS (formerly DOC-98)

DOC-3509 – Psychology Input for Security Decisions

DOC-3509A – Psychology Input for Security Decisions – TCI Only

ID – Intellectual Disability

PSU – Psychological Services Unit

PSU Staff – Employees classified as Psychologist Supervisor, Psychologist – Licensed, Psychological Associate A or B, Crisis Intervention Worker, Psychological Services Assistant, Clinical Social Worker, or any other clinical classification that is directly supervised by Psychological Services.

Working Days – all days except Saturdays, Sundays, and legal holidays.

PROCEDURE**I. Psychology Input**

- A. The Security Director/designee shall refer inmates who receive major conduct reports to PSU staff for completion of DOC-3509/3509A for the following:

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1. Inmates with a mental health classification of 2A, 2B or ID.
 2. Inmates whose conduct report derives from self-harm behavior.
- B. The assessment shall be conducted by a Psychologist Supervisor, Psychologist-Licensed or Psychological Associate.
- C. The assessment may include but is not limited to the following:
1. Review of the DOC-9 and/or DOC-2466.
 2. Review of the inmate's PSU record.
 3. Face-to-face interview of the inmate.
 4. Consultation with other staff.
- D. PSU staff shall submit a copy of the completed form DOC-3509/3509A to the Security Director/designee within two working days of receipt or according to facility procedure. The time frame shall ensure the copy of the DOC-3509/3509A is available to the hearing officer for consideration at the disciplinary hearing.
- E. The Security Supervisor/Hearing Officer shall consider identified psychological factors, during the sentencing/disposition portion of the disciplinary hearing.
- F. The following areas may be relevant in determining mitigating factors for discipline if present at the time of the misconduct:
1. Delusions, hallucinations or thought disorder.
 2. Mood disturbance, impaired judgment, or lack of insight, if related to mental illness.
 3. Medication noncompliance leading to worsening of symptoms.
 4. ID, brain injury or a medical condition that has a known relationship to behavioral dyscontrol.
- G. In cases of severe impairment, PSU may recommend to the Security Director/designee via the DOC-3509 that a delay in the disciplinary hearing may be necessary until the inmate has the capacity to participate in the disciplinary hearing.
- II. Disciplinary Hearing Documentation and Recordkeeping**
- A. The Security Supervisor/Hearing Officer shall review the Security Director's copy of the DOC-3509 to assist with determination of mitigating factors to determine an appropriate disposition.
- B. Staff shall make reference to PSU input in the "Reasons for Decision" section of DOC-84 for inmates with mental health classifications 2A, 2B, or ID or engage in self-harm behavior.
- C. After the disciplinary hearing, the Security Director's copy of DOC-3509 shall be destroyed due to the Protected Health Information content.

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D. The original DOC-3509 shall be maintained in the PSU Record, Referrals/Screening/Contacts section. No copies of the DOC-3509 should be maintained in files outside the PSU file.

Bureau of Health Services: _____ **Date Signed:** _____

James Greer, Director

_____ **Date Signed:** _____

Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____

Mary Muse, Nursing Director

_____ **Date Signed:** _____

Dr. Kevin Kallas, Mental Health Director

Administrator's Approval: _____ **Date Signed:** _____

Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.70.04	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Psychological Input to Security Decisions		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

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

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

IV.**V.****RESPONSIBILITY**

- I. Staff
- II. Inmate
- III. Other