

Disciplinary Rules

Revised 4/5/23

Overview:

DOC Chapter 303 disciplinary rules apply to all Person(s) in our Care (PIOC) in its legal custody regardless of the PIOC physical placement. All staff are responsible for knowing and understanding the disciplinary rules for PIOC and how to write a conduct report in WICS (DOC-0009-sample) when necessary.

Institutions may make specific procedures for the operation of the institution in accordance with department policy. PIOC may be disciplined for violations of department policy, including institution regulations. Many rules are found in individual institution handbooks.

Each institution shall maintain at least one official method for notifying PIOC about notices of general applicability. Most institutions use the institution library as the official method of notifying PIOC of general rules.

When a PIOC receives a conduct report, the PIOC has certain rights that must be afforded to him which are called "due process." If the PIOC does not contest the charges or recommended disposition, the process ends and the PIOC serves the disposition imposed. PIOC are given an opportunity to make a statement regarding the alleged rule violation(s) and in a major rule violation, they may have an option of a hearing with or without witnesses and a staff representative. A hearing officer holds the hearing and determines a finding of guilt and penalty imposed.

Social Worker/Treatment Specialist Responsibilities:

An employee who observes or becomes aware of a rule violation can verify that a violation has occurred and may write a conduct report. If more than one employee knows of the same incident, only one of them shall write the conduct report. Social Workers/Treatment Specialists may refer to Security staff for assistance in the report writing process. As part of a major conduct report hearing, Social Workers/Treatment Specialists may be called as a witness to testify regarding the alleged rule violation.

In the conduct report, the employee shall describe the facts and list which rules were allegedly violated.

Social Workers/Treatment Specialists also play a key role in counseling inmates regarding their rule violations and using available tools to encourage pro-social behaviors. As an example, tools such as Carey Guides, BITS, and/or Thinking Reports may be utilized with the PIOC.

References/Resources:

- Wisconsin State Statute ss. [301.03 \(2\)](#), [302.04](#), [302.07](#), [302.08](#), and [302.11 \(2\)](#)
- Administrative Code Chapter 303 – Discipline
- [DAI 303.00.02 Restrictive Housing Programs and Review](#)
- [DAI 303.00.03 Temporary Lock Up](#)
- [DAI 303.00.04 Disciplinary Guidelines](#)
- [DAI 303.00.05 Law Enforcement Referrals](#)
- [DAI 303.72.01 Establishing Restitution for Disciplinary Dispositions](#)
- DOC 0009 Adult Conduct Report Sample Only