



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## 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.

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Name of Individual Certifying this Document/Proposed Document

ADMINISTRATOR, DIVISION OF COMMUNITY CORRECTIONS

Title


[Handwritten Signature]

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>WISCONSIN</b> <b>DEPARTMENT OF CORRECTIONS</b> <b>Division of Community Corrections</b> DOC-1356 (Rev. ) Administrative Directive # 11-10</p>	EFFECTIVE DATE 11/21/2011	PAGE NUMBER 1 of 2
	MANUAL REFERENCE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	ORIGINATED BY  ADMINISTRATOR'S OFFICE Denise Symdon <i>Denise Symdon</i>	
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post	
<b>SUBJECT: Prohibition of DCC Staff Carrying Weapons</b>		

**Policy Statement:**

1. *An employee of the Division of Community Corrections is prohibited from carrying any weapon on his or her person while on duty and is prohibited from carrying any weapon in a state vehicle. If an employee is licensed to carry a concealed weapon by the State of Wisconsin, it must be secured in a locked compartment of his or her personal vehicle which is not in plain view from the exterior of the vehicle. The weapon must remain in the locked compartment while the employee is in work status. This includes while on home visits, transports and other out of office activities, as well as inside any Division of Community Corrections offices.*
2. *No offender or visitor may carry any weapon into a DCC field office, regardless of whether the weapon is concealed or openly carried, unless the visitor is a law enforcement officer.*

**References:**

*Executive Directive 80 - Carrying a Concealed Weapon*  
*Executive Directive #40 - Work Rules*  
*2011 Wisconsin Act 35 – Relating to carrying a concealed weapon*  
*Wisconsin Administrative Code DOC 328.04 (3) (a) and (j)*

**Definitions, Acronyms and Forms:**

*“Carrying” means to go armed with a firearm or other dangerous weapon; meaning the firearm or weapon is on the individual’s person, or is within the individual’s reach and the individual is aware of the presence of a firearm or other weapon.”*

*“Employee” means any person employed by the Department of Corrections, including limited term, project, and permanent employees, students, volunteers, and those persons under a contractual relationship with the Department of Corrections under a purchase of service arrangement if the contract places the vendor in an employment relationship with the Department of Corrections.*

*“Law enforcement officer” means any person employed by the state or by a city, village, town or county for the purpose of detecting and preventing crime and enforcing laws or ordinances, who is authorized to make arrests for violations of the laws or ordinances which he or she is employed to enforce.*

*“Handgun” means any weapon designed or redesigned, or made or remade, and intended to be fired while held in one hand and to use the energy of an explosive to expel a projectile through a*

*“Weapon” means a handgun, an electric weapon as defined in 941.295(1c)(a), Wis. Stats., a knife other than a switchblade knife, or a billy club.*

**Procedure:**

- 1. All DCC offices will post Department of Administration-approved signs at each entrance to the building indicating that any firearms or weapons are prohibited. Each sign must be at least five inches by seven inches.*
- 2. Offenders or other non-law enforcement officer visitors entering a DCC field office may be asked if they possess a firearm or other weapon on their person and will not be allowed entry to the office if they affirm possession of a firearm or weapon.*

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