
 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections</p> <p style="text-align: center;">Policy and Procedure</p>	EFFECTIVE DATE 03/16/2021	PAGE NUMBER 1 of 6
	DJC POLICY # 300.05.17	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision Original Date: 10/24/2018
	ORIGINATED BY Ron E. Hermes, Administrator X 	Date Signed: 03/16/2021
DISSEMINATION	<input type="checkbox"/> Guidance Document	<input type="checkbox"/> Additional Competency Required
<input type="checkbox"/> All Staff <input type="checkbox"/> Restricted from Printing <input checked="" type="checkbox"/> Facilities <input type="checkbox"/> Field Offices <input type="checkbox"/> Health Services	REPLACES POLICY	CLS/LHS P&Ps 6.10, SIMPs 13 & 23
SUBJECT: Security Inspections and Searches of Facilities		

Purpose

The purpose of this policy is to establish guidelines for inspections and searches of Division of Juvenile Corrections facilities.

Policy

The Division of Juvenile Corrections shall maintain safe and secure facilities that are free of contraband.

References

DJC Policy 300.01.05 – Staff Personal Property in Secure DJC Facilities

DJC Policy 300.05.18 – Searches of Youth

Wisconsin Administrative Code 376 – Security in Type 1 Secured Corrections Facilities

Wisconsin Administrative Code 396 – Type 2 Secured Correctional Facilities

Definitions, Acronyms, and Forms

Contraband – Any item which youth may not possess; is not authorized by the facility; is not state property and is on the facility grounds (or in an assigned area of youth on work release/special projects) but not in the possession of any person; comes into a youth’s possession through unauthorized channels or which is not on or is used as evidence for a disciplinary hearing and deemed contraband by a supervisor or designee.

DOC – Department of Corrections

DJC – Division of Juvenile Corrections

EOP – Emergency Operations Plan

IAP – Incident Action Plan

Inspection – An examination of an area that may include the use of a mirror, mallet, putty knife or other instrument to determine the condition of equipment, maintain sanitation standards and to check for an evidence of contraband, tampering or weakness in the physical structure or security risk.

Personal Protective Equipment (PPE) – Equipment designed to protect an individual from hazards that cannot practically be removed from the work environment or eliminated by engineering controls. Examples include: non-prescription or prescription safety glasses, goggles, face shields and any other OSHA approved personal protective eye equipment, as identified in both 29 CFR Parts 1910.132 and American National Standard Practice for Occupational and Educational Eye Protection.

Search – A thorough and close examination of a specific area including the structure and all items contained within that may include the use of a mirror, putty knife or other instrument to determine the condition of equipment, maintain sanitation standards and to check for an evidence of contraband, tampering, or weakness in the physical structure or security risk.

Shakedown – A thorough systematic and organized method of searching the entire or partial area of the facility for planned or emergency needs, as authorized by the Superintendent, Regional Chief, or designee.

Procedure

I. Purpose of inspections and searches

- A. Prevent the introduction of weapons or other contraband into facilities.
- B. Discover and suppress theft and trafficking between staff, visitors, and youth.
- C. Detect the manufacturing of weapons and/or escape devices within the facility.
- D. Enforce rules designed to eliminate sources of dissension between youth; e.g. gambling, theft, alcohol, drugs.
- E. Prevent any malicious waste or destruction of state property.
- F. Discover any hazards to health or safety that go unnoticed during routine operations.
- G. Prevent escape from facilities.

II. Process

- A. Facilities shall establish a formal plan ensuring inspection and searches of every part of the facility are conducted.
 1. Inspections of all areas of DJC facilities shall be conducted at least monthly.
 2. Searches of all youth living units/areas shall be conducted at least monthly.
 3. Searches shall be conducted of the lobby and visiting room areas before and after visits.
- B. The Superintendent, Regional Chief, or designee may authorize either a planned or emergency shakedown of the entire or part of the facility.
 1. Operations and activities may be suspended or modified throughout the duration of the shakedown.
 2. Uniformed and non-uniformed staff may be redeployed based on the need of the facility shakedown.
 3. Each facility shall develop their own shakedown EOP/IAP.

III. Record of Inspections and Searches

- A. All inspections and searches shall be documented in J-Tracker.
- B. Employees responsible for inspecting security bars, grills, doors, walls, fences, etc., shall be required to document area inspected and to indicate any weaknesses or inconsistencies noted.

IV. Facility Security

- A. Preventative measures shall be employed to keep contraband out of the facility beginning at the perimeter of the facility.
 - 1. Perimeters shall be monitored to ensure unauthorized items are not introduced into the facility.
 - 2. All persons and property entering the facility are subject to search in accordance with DJC Policy 300.01.05.
 - 3. All searches of youth shall be conducted in accordance with DJC Policy 300.50.18.
- B. During perimeter inspections, walls, fences, grounds and buildings outside the facility shall be included.
 - 1. All exits from the facility, including outside windows, shall be inspected.
 - 2. Facilities having fence alarms and/or intercommunication systems, listening and public address devices, or other electrical security devices, shall establish an inspection schedule which ensures availability of these services when needed.
 - 3. All state owned or leased security vehicles shall be searched before and after all use. All state owned or leased administrative vehicles shall be inspected.

V. Tunnels and Building Chases

All tunnels and/or building chases shall be inspected at least once a month with special attention paid to such things as wire mesh screens, bars, grills and locks.

VI. Living Units

- A. Inspections and searches shall be conducted in accordance with training provided by the DOC.
- B. Common areas shall be randomly searched to avoid predictability.
- C. Staff may conduct inspections and searches of any area, including the living quarters of any youth, at any time.
- D. Staff entry into the living quarters of a youth to retrieve state property or to inspect the condition of the living quarters does not constitute a search of the living quarters of a youth.
- E. Staff shall use personal protective equipment when conducting inspections or searches.
- F. While conducting inspections or searches, staff shall:
 - 1. Probe holes or cracks in walls, floors and ceilings.
 - 2. Check lighting fixtures, conduits, etc.
 - 3. Inspect sink, toilet, and plumbing stacks.

4. Examine room furnishings, including the articles on or in them.
5. Check bed linens, pillows, blankets, and mattresses.
6. Feel the mattress with enough pressure to detect anything hidden in it. Use care in case of sharp objects.
7. Leaf through publications/books, magazines, and newspapers.
8. Not read any documents that they know, or have reason to believe, are legal materials.
9. Determine whether there are false bottoms on furnishings or other containers.
10. Inspect hollow legs of furnishings.
11. Examine window bars and frames and vents, using a mirror if necessary to permit thorough viewing.
12. Check the door frames and tracks when open and shut, both inside and outside the room.
13. Inspect all doors including detention bars, sashes, locks, lock boxes, security grills, exits and entrances.
14. Search or inspect rooms that have been vacated prior to the assignment of a new youth.

G. Living unit searches shall be documented utilizing J-Tracker.

VII. Storage Rooms, Shops, Schools, Other Buildings, and Common Areas

- A. Inspections and searches of storage rooms, supply rooms, plumbing accesses, walls, ceilings, vents and windows, light and plumbing fixtures, drains, etc. shall be conducted.
- B. Inspections of areas such as health services units, maintenance shops, industries, laundry, kitchens, serveries, libraries, canteen, school, etc., shall be conducted. When possible, the department head or designee shall be present.
- C. Trash containers, sanitation supplies, janitor closets, elevator shafts, lockers or any other potential places of concealment shall be inspected.
- D. Staff shall check all furnishings, clothing lockers, work clothing, tool chests, work benches, machinery, stocks and materials, pipes and conduits, and holes in tile and plaster walls.
- E. Staff shall inspect the grounds around the buildings for anything that may have been thrown outside or concealed in shrubbery, manholes, drain pipes, and other such places.

VIII. Visiting Area

- A. Frequency and types of searches for youth utilizing the visiting area shall be determined by the Superintendent, Regional Chief, or designee.
- B. Immediately before and after visiting hours, staff shall search the visiting area (inside/outside), including restrooms and areas underneath tables, chairs, vending machines, etc.
- C. Youth workers are not permitted in the visiting area until the search has been completed.
- D. Staff assigned to the visiting area shall remain alert to ensure contraband items are not passed between visitors and youth.

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cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure		
Facility/Region:	<input type="checkbox"/> Guidance Document	<input type="checkbox"/> Competency Required
DJC Policy Number: 300.05.17		
Subject: Security Inspections and Searches of Facilities		
Original Policy Effective Date:	New Policy Effective Date: 03/16/2021	
Original Procedure Effective Date:	New Procedure Effective Date:	
Will Implement:	<input type="checkbox"/> As Written	<input type="checkbox"/> With following procedures for facility implementation
Replaces Policy: CLS/LHS P&Ps 6.10, SIMPs 13 & 23		
Superintendent's/Regional Chief's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

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

II.

III.

RESPONSIBILITY

I. Staff

II. Youth

III. Other