



# 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.

Casey Gerber

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Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

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Title

Casey Gerber

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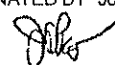
Signature

06/24/2019

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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 Juvenile Corrections</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	EFFECTIVE DATE 1/22/2017	PAGE NUMBER 1 of 4
	MANUAL REFERENCE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	DJC POLICY # 300.01.07	Original Date: 1/22/2018
	ORIGINATED BY John D Paquin, Administrator X  Date Signed: 1/22/2018	
DISSEMINATION <input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Institution <input type="checkbox"/> Field Offices <input checked="" type="checkbox"/> Health Services <input checked="" type="checkbox"/> Community Facilities <input type="checkbox"/> Confidential-Security Related <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> <b>Policy/Directive</b> Discuss at Staff Meeting <input type="checkbox"/> <b>Information</b> Read/Route/Post	REPLACES POLICY N/A
<b>SUBJECT: Notification and Visitation of Hospitalized Youth</b>		

**Purpose**

The purpose of this policy is to establish guidelines for notification and visitation of hospitalized youth.

**Policy**

The Division of Juvenile Corrections may permit visitation to youth who are hospitalized.

**References**

DAI Policy 500.00.01 –Advance Directives for Health Care

DJC Policy 300.01.06 – Visits

Vigil- Security supervisory coverage of a youth patient admitted to a hospital as an inpatient

Wisconsin Administrative Code Ch. 376 – Security in Type 1 Secured Correctional Facilities

Wisconsin Administrative Code Ch. 379 – Living Conditions for Youth in Type 1 Secured Correctional Facilities

Wisconsin Administrative Code Ch. 396 – Type 2 Secured Correctional Facilities

Wisconsin Statutes s. 302.15 – Activities off Grounds

**Definitions, Acronyms, and Forms**

Close Family Member – Youth's natural, adoptive, step and foster parents; spouse; children; grandparents; or siblings. A parent surrogate is within the definition of parent if a youth substantiates that a claimed surrogate did act as a parent to the youth, although the parent surrogate was not an adoptive, foster or step parent.

DJC – Division of Juvenile Corrections

DOC –Department of Corrections

DOC-45 – Temporary Release Request/Order/Cancellation

DOC-176 – Request to Visit Offender

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI).

Guardian – A person appointed by the court to have care, custody and control of a minor or incompetent person. DOC staff cannot act as guardian or health care agent for any DOC youth.

Guardian ad Litem – An attorney-at-law appointed by the court to represent the interest of an incompetent person. DOC staff cannot act as guardian or health care agent for any DOC youth.

Health Care Power of Attorney – The designation, by an individual, of another as his or her health care agent for the purpose of making health care decisions on his or her behalf if the individual cannot due to mental incapacity.

HSU- Health Services Unit

Incompetent – A legal term used to designate a person found by a court to be substantially incapable of managing his or her property or caring for himself or herself by reason of infirmities of aging, developmental disabilities or other like incapacities resulting in the appointment of a Guardian or Health Care Power of Attorney of the youth.

J-Tracker - A Juvenile Management Information System

## **Procedure**

### I. Notifications for Hospitalization

- A. HSU staff shall notify the parent/legal guardian of youth under the age of 18 who are admitted to a hospital.
- B. HSU staff shall notify the parent/legal guardian of youth 18 years of age or older who are admitted to a hospital IF the youth patient consents, preferred in writing using a DOC-1163A, to the parental/legal guardian notification.
- C. If a youth 18 years of age or older has a Guardian or an activated Health Care Power of Attorney, HSU staff shall notify the Guardian or activated Health Care Power of Attorney of the youth's hospitalization.
- D. Designated facility security staff shall provide the parent/legal guardian or the Guardian/Health Care Power of Attorney with visiting information. This may include, but is not limited to, DJC 300.01.06 - Visits, location of hospital, and hospital contact information.

### II. Visitation

- A. Designated facility staff shall provide copies of approved visiting lists to the youth counselor(s) providing vigil coverage.
- B. Approved visitors include only close family members of the youth as designated on the youth's visiting list or a Guardian or Health Care Agent when one has been appointed. The Superintendent, Regional Chief, or designee may approve special circumstance visits.
- C. Visit requests shall be processed on a case by case basis by facility staff. Facility staff shall notify respective vigil staff at the hospital of any tentative and/or impending visits. Information relayed shall include anticipated time of occurrence, number of respective visitors, ages, and any other known relevant information.
- D. The number of visitors shall be in accordance with DJC 300.01.06 - Visits. Requests for additional visitors is at the discretion of the Superintendent, Regional Chief, or designee, dependent on the youth's medical status and hospital policies.
- E. Visitation shall be coordinated with hospital personnel, considering hospital policies and requirements regarding visiting times, length of visit(s), and location of visits. The medical needs of the youth patient shall take precedence over any visitation as determined by the treating health care professionals at the hospital.
- F. Visitors may be subject to metal detection using approved hand held metal detectors.

## III. Visiting Regulations

- A. All visits shall occur in the youth's assigned room, unless otherwise directed by a security supervisor and/or at the request of hospital personnel.
- B. Visitors shall be permitted to embrace the youth at the beginning and end of the visit and may hold hands during the visit. Visitors are not permitted to sit, lay, lean, etc., on the hospital bed and shall utilize provided chairs.
- C. Visitors are responsible for supervising any accompanying children at all times.
- D. Visitors who appear or who are suspected of being under the influence of drugs or alcohol shall not be permitted to visit. In such cases, hospital security or local law enforcement may be contacted.
- E. Visitors are allowed to bring in property consistent with DJC 300.01.06 - Visits.
- F. Visits may be terminated at any time if the visit interferes with medical treatment or if visitors violate acceptable visiting conduct. Problematic or non-approved visitors shall be required to leave the approved visiting area. Refusal to do so will result in hospital security and/or local law enforcement being contacted.
- G. Once the visit is completed, visitors shall leave the room/area immediately. If a visit is terminated early, staff shall notify their respective supervisor and complete a J-Tracker Incident Report.

cc: Office of the Secretary  
DJC Leadership Team

<b>Notification and Visitation of Hospitalized Youth</b>	<b>EFFECTIVE DATE</b> 1/22/2017	<b>PAGE NUMBER</b> 4 of 4
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<b>Division of Juvenile Corrections Facility/Region Implementation Procedure</b>	
Facility/Region:	
DJC Policy Number: 300.01.07	
Subject: Notification and Visitation of Hospitalized Youth	
New Effective Date: 1/22/2017	Original Effective Date: 1/22/2018
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
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