



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.

Casey Gerber

Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

Title



Casey Gerber

Signature

06/24/2019

Date Signed

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

 <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 7/24/2018	PAGE NUMBER 1 of 3
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 300.05.07	Original Date: 8/9/2012
	ORIGINATED BY John D Paquin, Administrator	
	X  Date Signed: 7/24/2018	
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input type="checkbox"/> Confidential – Security Related	<input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information	
<input checked="" type="checkbox"/> Facilities	Discuss at Staff Meeting	Read/Route/Post
<input type="checkbox"/> Field Offices		
<input type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only		
	REPLACES POLICY	
		CLS/LHS P&P 6.34;SIMP 26
SUBJECT: Control of Water Supply to Living Units		

Purpose

The purpose of this policy is to provide guidance to Division of Juvenile Corrections (DJC) staff to ensure the security of the facility and safety to youth when water supply is shut off.

Policy

The Superintendent, Regional Chief, or designee must approve turning off the water supply to an individual room or a series of rooms. In an emergency, the Shift Supervisor or designee on duty may approve turning off the water supply.

References

Wisconsin Administrative Code DOC 375 Observation Status in Type 1 Secured Correctional Facilities
DJC Policy 500.70.24 – Clinical Observation

Definitions, Acronyms, and Forms

DJC- Division of Juvenile Corrections
HSU – Health Services Unit
J-Tracker – A Juvenile Management Information System
DOC-2837 – Control of Water Supply to Inmate/Youth

Procedures

- I. General Guidelines
 - A. The water supply may be turned off for any of the following reasons:
 1. To prevent self-harm or harm to others.
 2. To prevent the disposal of contraband (drugs, weapons, etc.).
 3. To prevent or stop the flooding of a room or living unit

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4. To prevent unsafe conditions during a room entry.
5. To facilitate drug testing.
6. For special circumstances or emergency situations with approval from the security supervisor or designee.
7. For repair and maintenance.

II. Procedure

- A. When the water supply is turned off, the Shift Supervisor or designee shall complete a J-Tracker Incident Report.
- B. When the water is turned off for youth placed in observation status per DJC Policy 500.70.24, Administrative Code DOC 375 shall apply.
- C. For all other water turn-off decisions, excluding for repair and maintenance in which the water supply is turned off for less than one hour, the following procedures shall apply:
 1. The Superintendent, Regional Chief, or designee shall authorize water turn off.
 2. In an emergency, the Shift Supervisor or designee on duty may approve turning off the water supply and must notify the Superintendent, Regional Chief, or designee.
 3. The water shall be turned back on as soon as reasonably possible.
 4. Designated staff shall record the total time the water is off, including the time it is turned off and the time it is turned back on, in the living unit log, on the shift report, and on the DOC-2837.
 5. Staff shall also ensure youth confined to a room without water are offered liquids upon request. Youth shall be offered at least 8 oz. every two hours, or as requested, as long as the water supply is turned off. Any time water is shut off, the Shift Supervisor or designee is responsible for reporting to the living unit(s) involved in no more than two hour increments to ensure this occurs, until the water is turned back on.
 6. Staff shall utilize DOC-2837 to keep record of all food and liquid offered to youth during the time the water is turned off.
 7. If the water is turned off for more than four hours, the Shift Supervisor shall notify the HSU Manager/designee.
 8. The Shift Supervisor or designee shall notify the Superintendent, Regional Chief, or designee any time the water to a room or living unit is turned off for eight or more hours, and record the notification in the living unit log and on the shift report.

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 300.05.07	
Subject:	
New Effective Date: 7/24/2018	Original Effective Date: 8/9/2012
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