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
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
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

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REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

I.

A.

B.

1.

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a.

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3.

C.

II.

III.

RESPONSIBILITY

I. Staff

II. Youth

III. Other