



# 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>  Division of Juvenile Corrections</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	EFFECTIVE DATE 11/17/2016	PAGE NUMBER 1 of 3
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 300.05.13	Original Date: 8/28/2014
	ORIGINATED BY John D Paquin, Administrator	
	X  Date Signed: 11/17/2016	
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Community Facilities	<input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information	
<input checked="" type="checkbox"/> Institution <input type="checkbox"/> Confidential-Security Related	Discuss at Staff Meeting Read/Route/Post	
<input type="checkbox"/> Field Offices <input type="checkbox"/> Supervisory Staff Only		
<input type="checkbox"/> Health Services	REPLACES POLICY CLS/LHS P&P 6.14	
<b>SUBJECT: Lockdown</b>		

**Purpose**

The purpose of this policy is to define what a lockdown is at the facility and the proper procedures should one occur.

**Policy**

In the event of a major disturbance or any man-made or natural disaster, the facility may be placed on a lockdown.

**References**

Wisconsin Administrative Code 376.19 – Lockdown

**Definitions, Acronyms, and Forms**

Emergency Counts – based on a belief that a youth is missing or following any major disturbance, staff members are required to conduct a formal count as directed by the Security Director/designee. A movement freeze will be announced and each staff member having youth currently in their care must count those youth and report that number to the Control Center operator immediately

Lockdown – the facility is sealed and no unauthorized personnel are allowed to enter or leave the grounds.

**Procedure**

- I. The DJC Administrator/designee may issue lockdown.
- II. If the facility goes to a lockdown
  - A. All youth movement shall immediately cease and an emergency count shall be conducted.
  - B. Youth shall be directed to return to the living unit in an orderly manner by the Supervisor/designee.

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- C. Supervisor/designee shall permit staff or visitors to leave the grounds on a case-by-case basis.
- III. During a lockdown
  - A. All youth are to be in their rooms and the living unit room doors are to be locked. Youth are to remain in their rooms until the lockdown is modified or canceled by the DJC Administrator/designee.
  - B. Direction for bathroom calls and living unit functioning will be issued by the Supervisor/designee.
  - C. The facility perimeter shall be secured.
  - D. The facility entrance shall be sealed and all non-official visitors shall not be given access to the facility unless approved by the Superintendent, Deputy Superintendent, Security Director, Regional Chief or Director.
  - E. No vehicles will be allowed to enter or leave the facility unless authorized and approved by the Superintendent, Deputy Superintendent, Security Director, Regional Chief or Director.
- IV. All staff, regardless of classification, will participate in and cooperate with the DJC Administrator/designee during a lockdown.
- V. In the event the Superintendent, Deputy Superintendent, Security Director, Regional Chief or Director declares an emergency, all staff will participate in emergency procedures as directed by the supervisor/designee.

cc: Office of the Secretary  
DJC Leadership Team

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<b>Division of Juvenile Corrections Facility/Region Implementation Procedure</b>	
Facility/Region:	
DJC Policy Number: 300.05.13	
Subject: Lockdown	
New Effective Date: 11/17/2016	Original Effective Date: 8/28/2014
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