



# 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  Policy and Procedure</p>	EFFECTIVE DATE 2/1/2016	PAGE NUMBER 1 of 4
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 300.11.01	Original Date: 2/20/2015
	ORIGINATED BY John D. Paquin, Administrator	
DISSEMINATION	X  Date Signed: 2/1/16	
<input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Institution <input type="checkbox"/> Field Offices <input type="checkbox"/> Supervisory Staff Only <input type="checkbox"/> Confidential-Security Related <input type="checkbox"/> Community Facilities <input type="checkbox"/> Health Records	PRIORITY <input type="checkbox"/> Policy/Directive Discuss at Staff Meeting	<input checked="" type="checkbox"/> Information Read/Route/Post
<b>SUBJECT: Secure Detention Admission Procedures</b>		

**Purpose**

To ensure a systematic procedure for secure detention admissions is followed by all Copper Lake/Lincoln Hills Schools (CLS/LHS) staff members.

**Definitions**

CLS – Copper Lake School  
 LHS – CLS/LHS School  
 HSU – Health Service Unit

**References**

Wisconsin Statutes s. 938.244 – Contracts with department for juvenile detention facility services

**Policy**

Secure detention admission procedures are needed to ensure that proper authorization for placement is obtained for every youth admitted to the CLS/LHS Detention Centers to ensure youth are properly screened before admission, and to ensure all legal rights for youth are maintained.

**Procedure**

1. Youth will be admitted to the CLS/LHS Detention Centers in accordance with the standards established by the Department of Corrections and only when the county that requests placement of a youth has a signed agreement/contract on file with the Department.
2. The CLS/LHS Detention Centers will be available to receive youth into secure detention 24 hours a day, seven days a week.
3. Youth may only be admitted to the CLS/LHS Detention Centers with proper authorization by the court, an intake worker, or a social worker, according to established statutory requirements. The following are the WI Statutes in which youth may be admitted under:
  - a. 938.17 Jurisdiction over traffic, boating, snowmobile and all-terrain vehicle violations and over civil law and ordinance violations
  - b. 938.205 Criteria for holding a juvenile in physical custody
  - c. 938.208 Criteria for holding a juvenile in a secure detention facility
  - d. 938.21 Hearing for juvenile in custody
  - e. 938.34 Disposition of a juvenile adjudicated delinquent
  - f. 938.355 Dispositional Orders
  - g. 938.534 Intensive Supervision Program.

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4. Upon receiving a call requesting placement of a youth in secure detention, the detention staff member receiving the call will verbally obtain information regarding the placement as indicated on the *Pre-Admission Telephone Checklist*. The detention staff will notify the Supervising Youth Counselor's Office of pending arrivals. This information will be funneled through the Communications Center.
5. Youth will be admitted to the CLS/LHS Detention Centers only with proper authorization from a judge or court commissioner, a court-appointed intake worker, or social worker. The admitting Supervising Youth Counselor will request from the transporting individual, intake worker, or social worker, the properly completed Request for Temporary Physical Custody, Caseworker Custody Hold Pending Investigation, Sanction Order, Dispositional Order, or Warrant/Capias/Court Order **explicitly authorizing a hold in secure detention**. The original document must be supplied even if a fax copy was received prior to the youth's arrival and should be forwarded to the living unit after the admission process is completed.  
  
Pursuant to WI Stats. 938.067 - Powers and duties of intake workers, a youth may be admitted to the CLS/LHS Detention Centers after regular intake hours without an in-person interview by an intake worker, if: (a) after consulting with the law enforcement officer, the intake worker gives verbal authorization to the detention staff via telephone for the youth to be held in secure detention and (b) the proper paperwork is completed by the individual delivering the youth.
6. The county must provide the completed *Medical Consent Form*. The original is to be forwarded to the living unit and a copy forwarded to Health Services Unit (HSU).
7. The admitting Supervising Youth Counselor will complete a comprehensive screening procedure of the youth, utilizing the *Health Screening Questionnaire* according to the instructions. If so indicated, the admitting Supervising Youth Counselor will also complete the *Alcohol/Drug Abuse Screen* form. The original *Health Screening Questionnaire* and *Alcohol/Drug Abuse Screen* forms will be kept in the living unit file. A copy will be kept by the Communications Centers. A copy will also be forwarded to HSU. No youth will be confined who appears seriously ill or injured, who exhibits mental or severe emotional distress, or who appears to be significantly intoxicated by alcohol or impaired by drugs. If it is determined that the youth appears unsuitable for admission or if there is disagreement between the admitting Supervising Youth Counselor and the intake worker as to the suitability of the youth for admission based on observation of his or her condition to the CLS/LHS Detention Centers, the Superintendent or designee shall be contacted to resolve the issue. If this assessment is confirmed, a medical clearance must be obtained prior to admission. Documentation of medical clearance must be logged in the Communication Center's file. The original medical clearance will be placed in the living unit file. A copy will be forwarded to HSU.
8. If it is determined that secure detention is appropriate for the youth, the admitting Supervising Youth Counselor will accept the youth and dismiss the transporting individual upon completion of the *Custodial Transfer form*.
9. A photograph will be taken and the original will be kept in the Communications Centers. A copy will be forwarded to the Office Operations Associate, HSU, and the living unit.
10. A record of immediate family will be recorded on the *Admission Report* for visiting purposes and emergency contact notification. The original will be kept in the living unit file. A copy will be kept in the Communications Center. A copy will also be forwarded to HSU.
11. A strip search will be conducted by a staff member of the same sex. The youth will be asked to empty all pockets, turn over all personal belongings such as jewelry, money, etc., and remove all clothing. At this time, the staff member conducting the search will then inspect the clothing. The staff member will then visually inspect the youth, verbally directing the youth on what he should do to assist in the visual inspection. At no time should a staff member touch a youth or force the removal of clothing without the supervision and direction of an institution supervisor.

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12. All money and personal property, other than clothing and a book of faith, will be taken from all youth admitted to the CLS/LHS Detention Centers. The youth will be allowed to keep possession of the book of faith. All other items will be recorded on a *DOC-903 Clothing and Personal Inventory* form. These items along with a copy of the completed form will be placed in a sealed manila envelope. The youth's name will be indicated on the envelope and the envelope will be stored in a locked cabinet in the Communications Centers. The form must be signed by the youth and the admitting Supervising Youth Counselor. If the youth refuses to sign the form, it will be noted on the form and it will be signed by one staff witness.
13. The admitting Supervising Youth Counselor will use the *Pre-Admission Telephone Checklist* to ensure that all procedural steps are complete and documentation accurate. The original will be kept in the living unit and a copy kept in the Communications Centers.
14. The Supervising Youth Counselor will use the "Classification Information" portion of the *Admission Report* to assign the appropriate housing unit.
15. If admission occurs during the working hours of nursing staff, the youth will receive further medical assessment at this time. If admission occurs during non-working hours of nursing staff, the youth will then be seen the following morning at the Health Services Unit's earliest convenience.
16. Upon arrival to the living unit, the Youth Counselor will give the youth a written copy of all rules and disciplinary procedures of the CLS/LHS Detention Centers. An oral review will occur with the youth and the youth will be asked if there are any questions. The rules will be signed by the youth and Youth Counselor. If the youth refuses to sign, it will be noted on the rules and it will be signed by one staff witness. A copy of the signed rules will be placed in the living unit file. A copy of the rules will also be available in each room. The youth will also be given the opportunity to view an orientation videotape, which will reiterate his responsibilities and CLS/LHS Detention Centers' rules and procedures.
17. The fire and severe weather plans, as well as procedures and policies on mail, telephone and visitation will be explained.
18. The admitting detention staff member will allow the youth, as soon as possible, to make two telephone calls. The youth will be permitted to call his family (i.e., parents, legal guardians, step-parents, foster parents, siblings and grandparents). There is a 10 minute limit on calls to a family member. Additional time may be granted at the discretion of the youth counselor. The youth will also be permitted to place one call to legal counsel. There is no time limit on the duration of calls to legal counsel. The youth may also call his/her social worker during the confines of the normal workday.
19. A washcloth, towel, bedding and personal hygiene items will be issued to the youth.
20. The youth will be required to shower and will dress in a facility uniform. The youth's personal clothing will be washed, recorded on the *DOC-903 Clothing and Personal Inventory* form, and placed in the CLS/LHS Detention Centers for storage. If the youth has a book of faith with him/her, this should also be recorded on the form. Youth will be allowed to keep the book of faith in their room. All items recorded on the form will be returned upon release from the CLS/LHS Detention Centers.
21. The youth counselor will assign the youth a room with a camera. During the first 24 hours after admission, fifteen (15) minute checks will be done and documented any time the youth is in the room. After the youth is assigned a room, a tour of the living unit will be given.
22. During the re-admission process, a staff member from the Communications Centers will complete the "Re-Admission Information" portion of the *Release/Re-Admission* form. The original *Release/Re-Admission* form will be kept in the Communications Centers and, upon any updates, a copy will be forwarded to the living unit and HSU.

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23. Upon any re-admissions into the CLS/LHS Detention Centers, the *Custodial Transfer Form* and the *Release/Re-Admission* form will be completed.

cc: Office of the Secretary  
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 300.11.01	Supersedes Policy Number: 2.00
Subject: Secure Detention Admission Procedures	
New Effective Date: 2/1/2016	Original Effective Date: 2/20/2015
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief's Approval:	