



# 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)

**Copper Lake / Lincoln Hills Schools**  
**DEPARTMENT OF CORRECTIONS**  
**Division of Juvenile Corrections**  
**SECURITY**  
**POLICIES AND PROCEDURES MANUAL**

PROCEDURE NUMBER	
6.03	
ORIGINAL EFFECTIVE DATE	NEW EFFECTIVE DATE
	08/02/01
SUPERCEDES NUMBER	DATED
6.03	05/15/98

MANUAL SECTION	PAGE 1 OF 3
SECURITY	
RELATED ACA STANDARDS	SUPERINTENDENT'S APPROVAL

**SUBJECT:**  
**YOUTH VOLUNTARY CONFINEMENT**

**REFERENCES:** Administrative Rules 373.82 & 376.04

**PURPOSE:** This policy defines youth voluntary confinement and the procedure that is used to ensure that the safety and welfare of any youth is maintained, and that the proper precautions are taken.

**POLICY:** A youth may request that he be placed in a secure setting if he feels that to remain in an open living unit setting would create an unsafe situation for himself or others.

**DEFINITIONS**

1. "Living unit staff" includes, but is not limited to, youth counselors, social workers, treatment specialists and psychologists.
2. "Secure setting" may include a security living unit or a secured room in a parent living unit with various room items removed as determined by the placing supervisor.
3. "Security living units" are living units that are specifically designed to deal with acting out, aggressive, or passive-resistant youth.
4. "Supervisor" refers to the living unit manager during regular business hours, and the Shift Supervisor or Duty Officer after regular business hours.
5. "Voluntary confinement" refers to any placement of a youth into a more secure setting at the youth's request.

**PROCEDURE:**

Any youth may request of any living unit staff member to be placed in voluntary confinement.

1. Living unit staff will notify the appropriate supervisor of the youth's request for voluntary confinement.
2. Living unit staff will discuss with the youth the reasons for the request and attempt to resolve the problem.
3. If the problem can not be resolved at the living unit level, the appropriate supervisor will again be contacted by living unit staff and so informed.

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4. The appropriate supervisor will, in consultation with living unit staff, decide on the most appropriate placement for the youth. If the youth appears to be at a risk for self-harm, the Shift Supervisor will complete the *Self-Harm Assessment Form* (DOC-2097).
5. Prior to placement in a more secure setting, the youth will be required to sign and be given a copy of the *Voluntary Confinement Agreement* (DOC-1675) which will accompany the youth. Copies should be provided to the parent living unit, receiving/security living unit manager, and the original kept by the parent living unit manager.
6. The youth will be moved by a supervisor to the appropriate secure setting.
7. Upon arrival in a security living unit or placement in a secure room, a youth under voluntary confinement will be given the *Voluntary Confinement Questionnaire* (DOC-1676). This questionnaire is to be completed by the youth and returned to receiving living unit staff within fifteen (15) hours of the youth's placement in a secure setting.
8. Upon receipt of the completed *Voluntary Confinement Questionnaire*, the receiving living unit staff will review this document and notify the youth's parent living unit manager/duty officer of its receipt. The original will go to the parent living unit manager/duty officer and a copy will be placed in the youth's living unit file.
9. Youth refusing to acceptably complete the *Voluntary Confinement Questionnaire* may be subject to disciplinary action for disobeying orders in violation of the *Voluntary Confinement Agreement* which the youth signed.
10. Youth in voluntary confinement shall be allowed a minimum of one (1) hour out and be allowed privileges and property consistent with the unit in which the youth is voluntarily confined, as per Administrative Rule 373.82.
11. A meeting will be held with the youth in voluntary confinement status that will include a member of the self-harm review team or Duty Officer, whichever is applicable, and a staff member from the youth's treatment program, when possible. This meeting will occur within 24 hours of the youth's placement in voluntary confinement status.
12. A youth shall remain in voluntary confinement status for at least 72 hours unless it is determined by the parent living unit supervisor or duty officer, based on information from the review and *Voluntary Confinement Questionnaire*, that further placement is not appropriate. After 72 hours the youth must be released if he requests either orally or in writing to be released from voluntary confinement or the parent living unit supervisor is satisfied that the placement is no longer necessary.

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13. Voluntary confinement should not be used in place of pre-hearing or observation status. If it is determined by the review that pre-hearing status or observation are more appropriate placements than voluntary confinement, the paperwork for placement in the appropriate status will be completed.
14. The Superintendent/designee shall review placements in voluntary confinement every seven (7) days.

Attachments: Self-Harm Assessment Form (DOC-2097)  
Voluntary Confinement Agreement (DOC-1675)  
Voluntary Confinement Questionnaire ( DOC-1676)