



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

12/11/2019

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 12/12/2019	PAGE NUMBER 1 of 4
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 300.01.10	Original Date: 6/10/2014
	ORIGINATED BY Ron E. Hermes, Administrator	
DISSEMINATION	X Date Signed:	
<input type="checkbox"/> All Staff <input type="checkbox"/> Confidential – Security Related <input checked="" type="checkbox"/> Facilities <input type="checkbox"/> Field Offices <input type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post	
	REPLACES POLICY N/A	
SUBJECT: Staff Personal Property in Non-Secure DJC Facility		

Purpose

The purpose of this policy is to control and limit personal property brought into a Division of Juvenile Corrections (DJC) non-secure facility. The policy applies to all employees, contractors, Limited Term Employees (LTE), persons participating in internships or job shadow opportunities, and volunteers entering non-secure DJC facilities.

Policy

Personal property items shall be limited to work related items only. Employees shall have Corrections Unit Supervisor (CUS), Corrections Field Supervisor (CFS) or designee approval prior to bringing certain personal items into the facility, as defined in this policy. The Department of Corrections bears no responsibility for the loss, theft, or damage of personal property on the grounds.

References

- Wis. Stat. § 175.60 License to carry a concealed weapon
- DOC Executive Directive 5 - Employee Harassment and Discrimination
- DOC Executive Directive 80 - Carrying a Concealed Weapon

Definitions, Acronyms, and Forms

- CUS- Corrections Unit Supervisor
- CFS- Corrections Field Supervisor
- DOC-2389 Staff Personal Property Authorization

Procedure

- I. Staff Responsibilities
 - A. Staff is responsible for the transport, containment, and security of their personal property. Non-secure facilities shall have designated areas for personal use and secure storage.

- B. Staff shall obtain approval from the CUS, CFS or designee to bring the personal items listed below into a non-secure facility. Allowable items may vary according to work stations, duties, and available space.
- C. Staff is responsible for the care, secure storage, proper use, and safeguarding of any personal property they are permitted to bring into the non-secure facility or maintain on facility property. Staff shall exercise professional judgment.
- D. The introduction of contraband into the non-secure DJC facility by staff may result in criminal prosecution and/or disciplinary action.

II. Approval of Items

- A. A DOC-2389 shall be used when staff request to bring personal property into the non-secure facility.
- B. Final approval shall be obtained from the Regional Chief or designee prior to the introduction of any article or item, including but not limited to, the following:
 - 1. Electrical or electronic appliances of all kinds — e.g. radios, tape recorders, coffee pots, crock pots, hot plates, cell phones, tablets, laptop computers, hair dryers, hot irons, audiovisual equipment, and similar items.
 - 2. Cameras
 - 3. Plants, pictures, desk and wall decorations
 - 4. Any glass items or containers
 - 5. Tools
- C. Staff are allowed to bring prescribed and over the counter medication to the non-secure facility and use such medication as indicated. Staff medications shall be secured unless considered an emergency medication and prior approval is obtained. Staff must inform the CUS, CFS or designee if they bring more than a two-day supply on-grounds.

III. Prohibited Items (this list is NOT all inclusive)

- 1. Eating utensils (other than plastic)
- 2. Flammables/any item that may accelerate fire
- 3. Alcoholic beverages and non-prescribed controlled substances
- 4. Smoking paraphernalia and tobacco products
- 5. Calendars, cartoons, pictures, books, or similar media that may be offensive under Executive Directive 5
- 6. Explosives and explosive devices
- 7. Weapons or ammunition for weapons
- 8. Items that would compromise the health and safety of staff and youth

IV. Supervisor Responsibilities

- A. Approve or deny staff request(s)
 - 1. Provide written approval or denial by completing DOC-2389.

Staff Personal Property in Non- Secure DJC Facility	EFFECTIVE DATE 12/12/2019	PAGE NUMBER 3 of 4
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2. Designate work areas where personal items, or select personal items, are not allowed for security and/or safety reasons.
3. Monitor areas of responsibility to ensure policy and appropriate security practices are being followed.

V. Staff Vehicles at Non-Secure Facilities

- A. It is recommended that staff lock their vehicles and secure their personal belongings. The facility is not responsible for items lost, stolen, or damaged on the grounds.
- B. With the exception of Executive Directive 80 and Wis. Stat. § 175.60, weapons are not permitted on grounds.

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 300.01.10	Supersedes Policy Number: 8.04
Subject: Staff Personal Property in Non- Secure DJC Facility	
New Effective Date: 12/12/2019	Original Effective Date: 6/10/2014
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