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
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.
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

<table>
<thead>
<tr>
<th>Facility/Region: DJC Policy Number: 300.01.10</th>
<th>Supersedes Policy Number: 8.04</th>
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<tbody>
<tr>
<td>Subject: Staff Personal Property in Non-Secure DJC Facility</td>
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<tr>
<td>New Effective Date: 12/12/2019</td>
<td>Original Effective Date: 6/10/2014</td>
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<td>Will Implement: ☐ As Written ☐ With following procedures for facility implementation</td>
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<tr>
<td>Superintendent’s/Regional Chief’s Approval:</td>
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## REFERENCES

## DEFINITIONS, ACRONYMS, AND FORMS

## FACILITY PROCEDURE

### I.

#### A.

#### B.

1.  
2.  
   a.  
   b.  
   c.  
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#### C.

### II.

### III.

## RESPONSIBILITY

### I. Staff

### II. Youth

### III. Other