



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 Policy and Procedure</p>	EFFECTIVE DATE 12/12/2019	PAGE NUMBER 1 of 3
	MANUAL REFERENCE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	DJC POLICY # 305.05.23	Original Date:
	ORIGINATED BY Ron E. Hermes, Administrator	
X _____ Date Signed:		
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Facilities <input type="checkbox"/> Field Offices <input type="checkbox"/> Health Services	<input type="checkbox"/> Confidential – Security Related <input type="checkbox"/> Supervisory Staff Only	<input type="checkbox"/> Policy/Directive Discuss at Staff Meeting <input checked="" type="checkbox"/> Information Read/Route/Post
REPLACES POLICY		[Category]
SUBJECT: Electronic Monitoring Surveillance		

Purpose

The purpose of this policy is to maintain safety for youth, staff, and the public when using electronic monitoring.

Policy

The Division of Juvenile Corrections shall maintain the safety of youth, staff, and the public by electronically monitoring and recording the activities and conversations of youth via video or audio devices.

References

- Wisconsin Administrative Code DOC § 376.05– Surveillance of youth activities
- Executive Directive 72 – Sexual Abuse and Sexual Harassment in Confinement (PREA)
- DJC Policy 300.05.14 – Use of Body Cameras

Definitions, Acronym, and Forms

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

Electronic Monitoring - The use of various methods of electronic surveillance to gather and retain information about the activities and locations of youth.

Recording - The electronic recording (video and/or audio) of a youth’s activities.

Surveillance - Close observation (including electronic monitoring and recording) of a group or individual under suspicion.

Procedure

- I. Surveillance and/or monitoring of activities throughout the facility may be accomplished by electronic devices including audio and visual recordings.
- II. Electronic monitoring may not be used for documenting room checks.

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- III. Notification of electronic monitoring shall be provided at the facility entrance and youth handbooks.
- IV. Monitoring and/or surveillance of activities may occur anywhere subject to the following exclusions:
 - A. Youth/attorney visits.
 - B. Medical discussions where confidentiality is an issue.
 - C. The facility shall develop procedures that enable youth to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine room checks.
- V. Recording interviews with youth may be conducted with approval by the Superintendent or designee through the use of video and/or audio equipment by approved staff.
- VI. The Superintendent or designee shall assign staff to review surveillance recordings.
- VII. The DJC Administrator or designee shall be notified if any alleged staff misconduct is suspected or observed during the course of an investigation involving electronic monitoring of youth.
- VIII. Use of electronic recordings as evidence during a staff investigation of alleged misconduct requires the notification of the DJC Administrator.
- IX. The planned use of electronic surveillance to monitor/record staff activities (in cases of alleged misconduct) is prohibited except in rare cases. This requires the approval of the DJC Administrator and DOC Secretary's Office.
- X. The DJC Administrator shall notify the DOC Secretary's Office if electronic surveillance or monitoring reveals staff misconduct.
- XI. Data shall be kept in compliance with storage requirements and server capabilities. Data related to litigation may only be purged upon completion of litigation, and per the applicable records retention period.

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 305.05.23	
Subject:	
New Effective Date: 12/12/2019	Original Effective Date:
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