

**WISCONSIN DEPARTMENT OF CORRECTIONS
PROPOSED RULE MAKING ORDER**

INTRODUCTORY CLAUSE

The statement of scope for this rule was approved by the Governor on April 21, 2022, published as Scope Statement No. SS 036-22 in Register No. 797A1 on May 2, 2022, and approved by Secretary Kevin Carr on July 5, 2022.

The Wisconsin Department of Corrections proposes an order to repeal and recreate Chapter DOC 346.

RULE SUMMARY

1. Statutes interpreted:

ss. 301.36, 301.37, 938.209 and 938.22(2)(a), Stats.

2. Statutory authority to promulgate the rule: Section 227.11 (2) (a) – (e): Rule-making authority is expressly conferred on an agency as follows:

(a) Each agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation. All of the following apply to the promulgation of a rule interpreting the provisions of a statute enforced or administered by an agency:

1. A statutory or non-statutory provision containing a statement or declaration of legislative intent, purpose, findings, or policy does not confer rule-making authority on the agency or augment the agency's rule-making authority beyond the rule-making authority that is explicitly conferred on the agency by the legislature.
2. A statutory provision describing the agency's general powers or duties does not confer rule-making authority on the agency or augment the agency's rule-making authority beyond the rule-making authority that is explicitly conferred on the agency by the legislature.
3. A statutory provision containing a specific standard, requirement, or threshold does not confer on the agency the authority to promulgate, enforce, or administer a rule that contains a standard, requirement, or threshold that is more restrictive than the standard, requirement, or threshold contained in the statutory provision.

(b) Each agency may prescribe forms and procedures in connection with any statute enforced or administered by it, if the agency considers it necessary to effectuate the purpose of the statute, but this paragraph does not authorize the imposition of a substantive requirement in connection with a form or procedure.

(c) Each agency authorized to exercise discretion in deciding individual cases may formalize the general policies evolving from its decisions by promulgating the policies as rules which the agency shall follow until they are amended or repealed. A rule promulgated in accordance with this paragraph is valid only to the extent that the agency has discretion to base an individual decision on the policy expressed in the rule.

(d) An agency may promulgate rules implementing or interpreting a statute that it will enforce or administer after publication of the statute but prior to the statute's effective date. A rule promulgated under this paragraph may not take effect prior to the effective date of the statute that it implements or interprets.

(e) An agency may not inform a member of the public in writing that a rule is or will be in effect unless the rule

has been filed under s. 227.20 or unless the member of the public requests that information.

Section 301.36(1): GENERAL AUTHORITY. The department shall investigate and supervise all of the state prisons under s. 302.01, all juvenile correctional facilities, all secured residential care centers for children and youth, and all juvenile detention facilities and familiarize itself with all of the circumstances affecting their management and usefulness.

Section 301.37(1): The department shall fix reasonable standards and regulations for the design, construction, repair and maintenance of all houses of correction, reforestation camps maintained under s. 303.07, jails, as defined in s. 302.30, extensions of jails under s. 59.54(14)(g), rehabilitation facilities under s. 59.53(8), lockup facilities, as defined in s. 302.30, work camps under s. 303.10, Huber facilities under s. 303.09, and after consulting with the department of children and families, all juvenile detention facilities and secured residential care centers for children and youth, with respect to their adequacy and fitness for the needs which they are to serve.

Section 301.37(1m): The rules promulgated under sub. (1) shall allow a secured residential care center for children and youth to use less restrictive physical security barriers than a Type 1 juvenile correctional facility while ensuring the safety of the public, staff, and youth. The rules promulgated under sub. (1) shall allow a secured residential care center for children and youth to be located in a portion of a juvenile detention facility or a Type 1 juvenile correctional facility. A secured residential care center for children and youth that is located in a portion of a juvenile detention facility or a Type 1 juvenile correctional facility shall provide trauma-informed, evidence-based programming and services as required by the department under s. 938.48(16)(b).

Section 301.37(5): The department's standards and regulations under sub. (1) for juvenile detention facilities apply to private juvenile detention facilities under s. 938.222...

Section 938.209(2m)(b): The department of corrections shall promulgate rules establishing minimum requirements for the approval of a municipal lockup facility as a suitable place for holding juveniles in custody and for the operation of such a facility. The rules shall be designed to protect the health, safety, and welfare of the juveniles held in those facilities.

Section 938.22(2)(a): ...The department of corrections shall promulgate rules establishing minimum requirements for the approval and operation of juvenile detention facilities, secured residential care centers for children and youth, and the juvenile portion of county jails. The plans and rules shall be designed to protect the health, safety, and welfare of the juveniles placed in those facilities.

3. Explanation of agency authority: Per Wisconsin Statute § 301.37(1), the department shall develop reasonable standards and regulations for the design, construction, repair and maintenance of all juvenile detention facilities and secured residential care centers for children and youth, after consulting with the department of children and families. From Wisconsin Statute § 301.36(1), the department also has the authority to investigate and supervise all juvenile correctional facilities, all secured residential care centers for children and youth, and all juvenile detention facilities.

Additionally, per Wisconsin Statute § 938.22(2)(a), the Department is required to promulgate rules to establish minimum requirements for the approval and operation of juvenile detention facilities, secured residential care centers for children and youth, and the juvenile portion of county jails. These rules must be designed to protect the health, safety and welfare of the juveniles placed in those facilities.

4. Related statute or rule: Wisconsin Statute Chapter 938 and Wisconsin Administrative Code Chapter 301.

5. Plain language analysis: This rule establishes minimum standards for the approval, design, construction, maintenance, and operations of youth detention facilities and youth portions of county jails and the youth

detention portion of a secured residential care center for children and youth. Minimum standards established in this rule include department review and approval of plans and specifications to build or remodel a facility. The rule also establishes standards for the physical environment of new or substantially remodeled youth detention facilities, standards for the physical environment of juvenile detention facilities constructed or substantially remodeled on or after November 1st, 2010 but prior to the promulgation of this rule, and standards for the physical environment of juvenile detention facilities constructed on or after October 1st, 1994 but prior to November 1st, 2010.

This rule also establishes standards for admission and screening of youth, classification of youth upon admission, and release of youth. The rule establishes minimum standards for staffing plans and staff training. Moreover, this rule establishes minimum standards for a variety of operations for these facilities. These include food service and nutrition, health and mental health care, clothing, towels and bedding, commissary services, mail, communication, visitation, publications, religious practices, legal access, education, leisure activities, recreation and exercise, and hygiene and sanitation. This rule also establishes minimum standards for a grievance procedure for youth.

Additionally, this rule establishes minimum standards for security practices of facilities including key control, weapons control, tool control, searches, door and lock inspections, facility repair, and fire safety and emergency preparedness.

Requirements for the observation of youth, administrative confinement, use of force and the use of mechanical restraints are also established in this chapter. The rule establishes further requirements for behavior management of youth including discipline, disciplinary procedures and review of behavior management.

Finally, the rule establishes a variety of standards for the youth portion of a county jail, for the collocation with a secured residential care center for children and youth and the collocation with an adult facility.

6. Summary of, and comparison with, existing or proposed federal regulations that are intended to address the activities to be regulated by the proposed rule: There are no existing or proposed federal regulations that address the activities to be regulated by the proposed rules.

7. Comparison with similar rules in adjacent states:

All adjacent states have similar rules that establish minimum standards for design or construction or both, maintenance and operations of facilities where youth are held.

a. **Illinois:** Illinois administrative code specifies standards for the operations of its adult, juvenile and community service divisions of the Department of Corrections. Ill. Admin. Code tit. 20. For food service operations, menus shall meet minimum recommended dietary allowances and in juvenile facilities at least four servings of milk shall be offered each day. Ill. Admin Code. tit. 20 § 502.20. Standards for clothing, bedding and linens include that laundry services shall be available on a scheduled weekly basis, clean linen shall be provided on a scheduled weekly basis and bedding suitable for weather and temperature shall be provided. Ill. Admin. Code tit. 20 § 502.210, 502.220 and 502.330.

Illinois administrative code also delineates standards for design, construction, maintenance and operations of county juvenile detention facilities. Ill. Admin. Code tit. 20 § 2602. For design and construction of these detention facilities, the Department must approve all remodeling and new construction plans. Ill. Admin. Code tit. § 2602.270. Illinois administrative code also outlines several rules related to the operation of county juvenile detention facilities including food service, clothing, personal hygiene and grooming, sanitation and safety. Ill. Admin. Code tit. § 2602.

b. **Iowa:** Iowa administrative code specifies physical requirements for jail facilities. The physical requirements specified vary for existing facilities, new and remodeled facilities after June 30, 1984, new

and remodeled facilities after September 12, 2001 and for new and remodeled facilities after December 28, 2005. These requirements include standards for several different aspects of the facility including building codes, cells, lighting, mirrors, and storage. 201 IAC 50.4. Additional requirements for jails include standards for cleanliness and hygiene, food service and communication.

Iowa administrative code also specifies standards for nonsecure holds for juveniles in jail facilities. These standards include requirements for the supervision of juveniles in nonsecure holds, medical care and treatment, communications, and safety and sanitation. 201 IAC 50.24.

c. **Michigan:** Michigan administrative code establishes standards for the administration of county jails or lockups. The administrative code delineates standards for the design and construction of the facility including standards for the proper positioning of exits, compliance with fire safety codes, and physical requirements for detoxification and holding cells. This administrative code also establishes standards for the operation of county jails or lockups. MCL R 791. This administrative code creates rules for the use of force in these facilities, for dietary allowances and special diets, for sanitation inspections, and for health care. MCL R 791.

d. **Minnesota:** Minnesota administrative rule establishes standards for the licensing of providers of residential care and treatment or detention or foster care services for children in out-of-home placement. Minn. R. 2960.0100. These rules include physical environment and equipment and physical plant standards. Each facility must provide a physical environment that provides for the comfort, privacy, and dignity of residents, must ensure that food services, storage, housekeeping, laundry and maintenance are operated on a consistent, healthy basis and must provide a classroom atmosphere that is conducive to learning and meets the resident's special physical, sensory, and emotional needs. Minn. R. 2960.0110.

Additionally, new secure juvenile certified correctional group residential facilities must meet the minimum physical plant construction standards developed by the Department of Corrections. Minn. R. 2960.0220(1). New construction of nonsecure residential facilities must meet state and local building codes and the physical plant requirements in Minn. R. 2960.0120. Correctional group residential construction plans and schematics must be reviewed and approved by the Department of Corrections before the license holder allows bids for construction. Minn. R. 2960.0220(2).

Minnesota administrative rule also establishes standards of the operations of these facilities. For example, administrative rule establishes that residents have a right to daily bathing or showering and reasonable use of materials, including culturally specific appropriate skin care and hair care products or any special assistance necessary to maintain an acceptable level of personal hygiene. Minn. R. 2960.0050. Residents also have a right to adequate medical care, a right to nutritious and sufficient meals and sufficient clothing and housing and a right to live in clean, safe surroundings. Minn. R. 2900.0050(1).

8. Summary of the factual data and analytical methodologies: The Department of Corrections has determined that the rule will not have a significant economic impact on a substantial number of small businesses since the rule does not regulate small businesses as that term is defined in s. 227.114, Stats.

9. Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis: Not applicable.

10. Effect on small businesses: Not applicable.

11. A copy of any comments and opinion prepared by the Board of Veterans Affairs. Not applicable.

12. Agency contact person: Caitlin Washburn, Administrative Rules Coordinator, 3099 East Washington Avenue, P.O. Box 7925, Madison, WI, 53707-7925; by phone: (608) 240-5020; or by email:

13. Place where comments are to be submitted and deadline for submission: Written comments on the proposed rule will be accepted and receive consideration if they are received by **October 14th, 2024**. Written comments should be addressed to: Administrative Rules Committee, c/o Caitlin Washburn, DOC, P.O. Box 7925, Madison, WI 53707-7925, or by email: DOCAdministrativeRulesCommittee@wisconsin.gov.

TEXT OF RULE

SECTION 1. Chapter DOC 346 is repealed and recreated to read:

Chapter DOC 346

SECURE DETENTION FOR YOUTH

Subchapter I – General Provisions

DOC 346.01 Purpose. The purpose of this chapter is to establish minimum standards for the approval, design, construction, maintenance, and operations of youth detention facilities and youth portions of county jails and the youth detention portion of a secured residential care center for children and youth.

DOC 346.02 Authority. This chapter is promulgated under the authority of s. 938.22 (2) (a), Stats., and implements ss. 301.36, 301.37, and 938.209, Stats.

DOC 346.03 Applicability. The provisions of this chapter apply to youth detention facilities and youth portions of county jails and the youth detention portion of a secured residential care center for children and youth.

DOC 346.04 Definitions. In this chapter:

- (1) “Administrative confinement” means a nonpunitive confinement of a youth because the youth’s behavior presents a danger to others or poses a serious risk to facility security, including but not limited to escape or disturbance.
- (2) “Assessment” means a process for identifying the risks, needs, and protective factors of youth by using an objective and validated assessment tool.
- (3) “Body cavity search” means a manual inspection of the anal or vaginal cavity of a youth conducted by means of any instrument, apparatus, finger, or object.
- (4) “Classification” means a process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to living units and programs according to their needs and existing resources.
- (5) “Construction plans” mean the site plans, drawings, and specifications for construction or remodeling of a facility.
- (6) “Contraband” means any item not allowed in a facility by the superintendent.
- (7) “Dayroom” means an area contiguous to each living unit that is usable and accessible by youth and designed and used for leisure activities but not for sleeping purposes.
- (8) “Department” means the department of corrections.
- (9) “Detention strength” means strong enough to resist damage youth could inflict and to maintain safety and security and prevent youth from harming themselves or others.
- (10) “Dormitory” means a room used for sleeping purposes and designed for occupancy by 3 or more

youth.

- (11) “Facility” means a youth detention facility, the youth portion of a county jail, or the youth detention portion of a secured residential care center for children and youth.
- (12) “Force” means intentional physical contact between staff and youth to overcome resistance or to compel youth to act or to refrain from acting in a particular way.
- (13) “Health care assessment” means a process whereby a youth’s health status is evaluated by a qualified health care professional through a physical examination, including questioning the patient about symptoms.
- (14) “Holding room” means a secure room designed for holding one or more youth of the same gender for the purpose of processing admissions, releases, investigations, or court appearances.
- (15) “Living area” means the part of a youth detention facility normally occupied by youth, including dayrooms, multipurpose space, and adjacent control centers.
- (16) “Mechanical restraint” means any device attached to a youth’s body that restricts freedom of movement or normal access to the youth’s body.
- (17) “Multipurpose room” means an activity area designed and used for programming and services. “Multipurpose room” does not include a sleeping room, dayroom, dormitory, classroom, visiting space, or recreation space.
- (18) “Natural light” means direct or indirect illumination as provided by the sun or daylight.
- (19) “Officer” means a juvenile detention officer, as defined under s. 165.85 (2) (bt), Stats.
- (20) “Pat down search” means an inspection by running the hands over the clothed body of a youth by a staff member to determine whether the youth possesses contraband.
- (21) “Privileged mail” means any written communication between a youth and an attorney.
- (22) “Qualified health care professional” means a physician, physician assistant, nurse, nurse practitioner, dentist, mental health professional, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.
- (23) “Qualified mental health professional” means a psychiatrist, psychologist, psychiatric social worker, psychiatric nurse, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients.
- (24) “Rated bed capacity” means the design capacity approved by the department under this chapter, based on single occupancy sleeping rooms under s. DOC 346.09 (3) (a), double occupancy sleeping rooms under s. DOC 346.09 (3) (b), and dormitories under s. DOC 346.09 (3) (c).
- (25) “Receiving room” means a secure room designed and used as a sleeping room for one youth during admission, release, observation, or investigatory purposes.
- (26) “Recreation space” means a room or an area in a facility that is dedicated for youth exercise and recreation.
- (27) “Secure perimeter” means the outer boundary of a youth detention center or the youth portion of a county jail or secured residential care center for children and youth.
- (28) “Sleeping room” means a room designed and used for one youth confined in a facility except when the facility meets the conditions for double occupancy under s. DOC 346.09 (3) (b).
- (29) “Social supporters” includes parents or guardians, foster parents, legal custodians, siblings, other family members, the parent of a youth’s child, the youth’s child, mentors, community-based service providers, educators, clergy members, and other caring and supportive individuals who are a reliable presence for the youth.
- (30) “Strip search” means a search, as defined under s. 968.255 (1) (b), Stats.
- (31) “Superintendent” means either of the following:
- (a) The individual designated to be in charge of a youth detention facility under s. 938.22 (3) (a), Stats., or the director as specified in s. 938.22 (3) (b), Stats.
 - (b) In the case of the youth portion of the county jail, the sheriff of a county in which the jail is located pursuant to s. 59.27 (1), Stats.
- (32) “Unencumbered space” means usable floor space that is not obstructed by furnishings or fixtures.
- (33) “Youth” means any individual placed or transferred to a youth detention facility under the provisions of s. 301.08, Stats., or ch. 938, Stats.

(34) “Youth detention facility” means a juvenile detention facility as defined under s. 938.02 (10r), and includes a stand-alone facility or a facility located in the same building or on the same grounds as a county jail or secured residential care center for children and youth.

(35) “Youth detention portion of a secured residential care center for children and youth” means an area which is used for the detention of youth and is collocated with a secured residential care center for children and youth.

(36) “Youth portion of a county jail” means an area that is used for the detention of youth and that is part of a county jail.

DOC 346.05 Variance.

- (1) The department may grant a variance to a provision of this chapter, except that no variance may be granted to the provisions of s. DOC 346.09 (3) (a) and (b).
- (2) In order to obtain a variance, the superintendent shall demonstrate in writing that strict enforcement of the rule would result in unreasonable hardship for administration of the facility and that the variance would provide equivalent or better protection for the health, safety, rights, and welfare of youth and the public.
- (3) The department may impose specific conditions including reasonable time limits on a variance in order to protect the health, safety, rights, and welfare of youth and public.
- (4) Violation of any condition of a variance by the facility constitutes a violation of this chapter. Upon finding that there has been a violation of a condition of a variance, the department may revoke the variance and require strict enforcement of the rule.
- (5) Any variance granted does not set a precedent.

DOC 346.06 Records and reporting.

- (1) REGISTER OF YOUTH. Each facility shall keep a register of all youth. The register shall contain identifying information on each youth including name, residence, age, sex, race, court order, time and cause of placement, placing authority, and time of release and releasing authority.
- (2) STORAGE OF RECORDS. Records shall be kept in a secure location and in a confidential manner.
- (3) REPORTING REQUIREMENTS. The facility shall notify the department’s regional detention facilities specialist within 48 hours after any of the following events occur:
 - (a) A youth dies.
 - (b) A youth is admitted to a hospital.
 - (c) Staff is admitted to a hospital due to injury caused by assault.
 - (d) A youth escapes or attempts to escape from secure custody.
 - (e) There is significant damage to the facility affecting the safety or security of the facility.
 - (f) Any change in the facility housing designation in accordance with DOC 346.07 (2).
- (4) INFORMATION. The facility shall promptly furnish to the department all requested information.

DOC 346.07 Operational plan.

- (1) Before a facility may hold youth in secure custody, the facility shall develop a written operational plan which has been approved by the department under s. 938.22 (2) (a), Stats. The facility may not implement any plan until the department has approved the plan.
- (2) The operational plan shall designate whether the facility will operate as a youth detention facility, the youth portion of a county jail, or the youth detention portion of a secured residential care center for children and youth.
- (3) The operational plan shall contain policies and procedures for the operation of the facility. The policies and procedures shall include the standards set forth in ss. DOC 346.06 and DOC 346.12 through 346.48.
- (4) The operational plan shall comply with the standards specified in this chapter.

(5) The facility shall implement the operational plan consistent with the requirements of this chapter.

Subchapter II – Facility and Physical Environment

DOC 346.08 Construction plans.

(1) An entity that intends to build or remodel a facility shall file a letter of intent with the department before design development begins.

(2) An entity shall provide copies of original and updated construction plans of the area within the secure perimeter of the facility to the department.

(3) All sites, plans, and specifications for construction or remodeling of a facility shall comply with the Wisconsin Commercial Building Code under chs. SPS 361 to 366.

(4) Prior to publication of bid documents, one complete set of plans and specifications shall be forwarded to the department for review and approval.

(5) Any proposed changes to the approved plans must be submitted to the department for review and approval.

DOC 346.09 Physical environment of new or substantially remodeled youth detention facilities.

(1) **APPLICABILITY.** This section applies only to youth detention facilities that are constructed or substantially remodeled on or after “the effective date of this subsection [LRB inserts date].”

(2) **FURNITURE AND FIXTURES.** The following furniture and fixtures used in a facility shall be of detention strength materials or be of secure type to ensure safety for staff and youth:

- (a) Benches.
- (b) Bolts.
- (c) Bunks.
- (d) Ceilings.
- (e) Clothing hooks.
- (f) Contraband proof thresholds.
- (g) Desks.
- (h) Door frames.
- (i) Door pulls.
- (j) Doors.
- (k) Drinking fountains.
- (l) Floor drains.
- (m) Food passes.
- (n) Glazing.
- (o) Grills over vents and windows.
- (p) Hinges.
- (q) Key cabinets.
- (r) Lights.
- (s) Locking mechanism housings.
- (t) Mirrors.
- (u) Observation ports.
- (v) Screws.
- (w) Seats.
- (x) Security doors.
- (y) Security locks.
- (z) Security screens.
- (za) Shelves.
- (zb) Shower doors.

- (zc) Showers.
- (zd) Skylights.
- (ze) Speaking ports.
- (zf) Sprinkler heads.
- (zg) Tables.
- (zh) Toilets.
- (zi) Urinals.
- (zj) Walls.
- (zk) Washbasins.
- (zL) Window frames.
- (zm) Windows.

(3) YOUTH HOUSING.

(a) *Sleeping rooms.*

1. Except if par. (b) applies, each room shall be designed and used only for single occupancy.
2. Except if par. (b) applies, each room shall have a floor area of at least 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet, and the distance between opposite walls may not be less than 6 feet.
3. Each room shall have a bed.

(b) *Double sleeping room.*

1. A facility may use rooms for double occupancy.
2. Youth assigned to a double room shall meet the criteria under s. DOC 346.13 (1) (b).
3. Each double occupancy room shall have all of the following:
 - a. Floor area of at least 50 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet, and the distance between opposite walls may not be less than 6 feet.
 - b. A bed for each youth assigned to the room.

(c) *Dormitories.*

1. Youth assigned to a dormitory shall meet the criteria under s. DOC 346.13 (1) (b).
2. Each dormitory shall have a minimum floor area of 35 square feet of unencumbered space per youth assigned to the dormitory for sleeping purposes.
3. In addition, each dormitory shall have a minimum floor area of 35 square feet per youth assigned to the dormitory for the purpose of a dayroom.
4. Each dormitory shall have a floor to ceiling height of not less than 12 feet.
5. Each dayroom shall have tables and seating for the number of youth that have access to the dayroom.
6. A bed shall be provided for each youth assigned to the dormitory.
7. An area for personal property shall be provided for each youth assigned to the dormitory.
8. Each dormitory shall have toilets, washbasins, and showers for youth. Each dormitory shall have hot and cold running water.
9. All upper bunks shall be equipped with an anti-rollout plate.

(d) *Dayrooms.*

1. All sleeping rooms and dormitories shall have one or more dayrooms in their immediate vicinity that are accessible to youth.
2. Dayrooms shall provide a minimum of 35 square feet per youth that have access to the dayroom.
3. Each dayroom shall have tables and seating for the number of youth that have access to the dayroom.

(e) *Toilets, washbasins and showers.*

1. The facility shall provide toilets, washbasins, and showers accessible for youth that meet all of the following conditions:
 - a. The washbasin and toilet may be combined in one unit.
 - b. The washbasin and shower shall have hot and cold running water.

- (a) Each facility shall provide dedicated space for healthcare.
 - (b) There shall be sufficient space, equipment, and supplies for the performance of health care services in a confidential manner.
- (12) FOOD SERVICE SPACE. A facility that prepares meals on-site shall have dedicated food service space.
- (13) RECEIVING SPACE.
 - (a) Each facility shall provide dedicated space for youth privacy during searches, showering, and processing.
 - (b) There shall be sufficient space for storage of clothing and property.
- (14) VISITATION SPACE. Each facility shall provide dedicated contact visitation space.
- (15) EXTERIOR WINDOWS. All of the following apply to windows that lead to the exterior of the facility or to an area outside the secure perimeter of the facility:
 - (a) Each window shall have security glass of sufficient strength to resist breakage and maintain safety and security to prevent youth from harming themselves and others and to prevent escape.
 - (b) Each window shall be mounted in a detention strength frame and designed to prevent escape and the passage of contraband.
 - (c) Each window shall prevent persons outside the secure perimeter from entering the facility or observing youth.
- (16) INTERIOR WINDOWS. All of the following apply to windows within the secure perimeter of the facility:
 - (a) Each window shall have security glass of sufficient strength to resist breakage and maintain safety and security to prevent youth from harming themselves and others and to prevent escape.
 - (b) Each window shall be mounted in a detention strength frame and designed to prevent escape and the passage of contraband.
- (17) EXTERIOR DOORS AND APPROACHES.
 - (a) Every door exit that leads to the exterior of the facility or to an area outside the secure perimeter shall have detention strength framing and a threshold designed to prevent the introduction of contraband.
 - (b) Every door entering into the secure perimeter shall be of detention strength. Each of these doors shall have a vision panel or other means of observation to permit identification of individuals before they enter an area within the secure perimeter of the facility and to allow observation of an area before entering it.
 - (c) Each entry into and from the secure perimeter shall include a secure vestibule that promotes security by the use of 2 or more doors, with each door able to operate independently, used to contain and observe those who pass through the space.
 - (d) The exterior of the facility and approaches to the facility shall be well lighted at night to permit observations of persons approaching the facility.
- (18) INTERIOR DOORS.
 - (a) Every door in the secure perimeter shall be of detention strength.
 - (b) Each of these doors shall have a means of observation to permit identification of individuals before they enter or exit.
- (19) WALLS.
 - (a) Exterior walls shall be constructed of reinforced concrete or fully grouted concrete block of at least 8 inches thick, or the walls shall be constructed of materials of similar strength that provide equivalent security.
 - (b) Interior walls shall be constructed of reinforced concrete or fully grouted concrete block at least 6 inches thick, or the walls shall be constructed of materials of similar strength that provide equivalent security.
 - (c) Interior walls between youth housing areas are to be constructed tight to the structure.
- (20) CEILINGS. Ceilings shall be constructed of high impact detention strength materials that are escape resistant, resist damage or breakage to prevent youth from harming themselves and others, and prevent passage of contraband.
- (21) ACCESS TO CONTROLS. Youth shall not have unauthorized access to plumbing, wiring, vents,

thermostats, or facility controls. Any youth accessible outlets shall be under facility control.

(22) NATURAL LIGHT.

(a) All youth housing areas shall provide youth with access to natural light.

(b) Artificial light may not be used as an alternative to the natural light requirements pursuant to the Wisconsin Commercial Building Code, chs. SPS 361 to 366.

(23) INTERCOM. Two-way audio communication capability shall be provided between any remotely controlled door and its control point.

DOC 346.10 Physical environment of juvenile detention facilities constructed or substantially remodeled on or after November 1, 2010 but prior to “the effective date of this section/title [LRB inserts date]”.

(1) JUVENILE HOUSING.

(a) Each juvenile shall have a separate bunk or bed in a cell that meets the requirements of sub. (2) or (3) or in a dormitory that meets the requirements of sub. (4). A facility may not exceed its rated bed capacity.

(b) The total number of juveniles housed in double cells under sub. (3) and in dormitories under sub. (4) may not exceed 75 percent of the rated bed capacity of the facility.

(2) CELLS.

(a) Unless sub. (3) applies, all cells for juveniles in a facility shall be designated and used for single occupancy only.

(b) Unless sub. (3) applies, cells shall have minimum floor area of 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.

(c) Unless sub. (3) applies, each cell shall have all of the following:

1. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor or a bed built in masonry construction of a similar strength.

2. An unbreakable, institution-type mirror.

3. A detention strength, metal, institution-type wash basin and toilet. The wash basin and toilet may be combined in one unit. The wash basin shall have hot and cold running water.

4. A rigidly constructed shelf-type table and seat that are bracketed to the wall or bolted to the floor.

5. Unless sub. (3) applies, 2 or more nonremovable, collapsible, detention strength clothing and towel hooks.

6. Light fixtures of detention strength and providing at least 30 foot candles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.

(d) There shall be no exposed heating pipes, radiators or controls in cells.

(e) There shall be a release system designed to unlock cell doors individually and as a group from a single point outside the confinement area.

(3) DOUBLE CELLING.

(a) A juvenile detention facility may use cells for double occupancy. This section does not apply to a juvenile portion of a county jail.

(b) If a juvenile detention facility determines based on all the criteria under s. DOC 346.13 that placement of a juvenile in a double cell may jeopardize the health or safety of the juvenile, other juveniles in the facility, staff or the community, the juvenile may not be placed in a double cell. If a juvenile detention facility determines based on all the criteria under s. DOC 346.13 that placement of 2 particular juveniles in a double cell may jeopardize the health or safety of either juvenile, other juveniles in the facility, staff, or the community, those juveniles may not be placed together in a double cell.

(c) In addition to the requirements for single occupancy cells under s. DOC 346.10 (2) and before a cell may be used for double occupancy, all of the following conditions shall be met:

1. 'Minimum floor area'.

a. In juvenile detention facilities that are constructed or substantially remodeled between October 1, 1994, and November 1, 2010, a cell shall have a minimum floor area of 70 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.

b. In juvenile detention facilities that were constructed before October 1, 1994, and have not been substantially remodeled after October 1, 1994, a cell shall have a minimum floor area of 54 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.

c. In juvenile detention facilities that are constructed or substantially remodeled after November 1, 2010, a cell shall have a minimum floor area of 70 square feet of unencumbered space.

2. 'Receiving cells'. Receiving cells may not be used for double occupancy.

3. 'Single occupancy cells'. Each juvenile detention facility shall maintain a minimum of 2 cells which are designed and used for single occupancy only.

4. 'Double occupancy cells'. A juvenile detention facility may not exceed 75% double occupancy of the total number of cells, excluding receiving cells and holding rooms.

5. 'Clothing hooks'. Each cell shall contain a minimum of 2 nonremovable, collapsible, detention strength clothing and towel hooks for each occupant.

6. 'Anti-rollout plates'. For facilities constructed or substantially remodeled after November 1, 2010, all upper bunks shall be equipped with an anti-rollout plate.

(4) DORMITORIES.

(a) A juvenile detention facility may use dormitories in addition to cells for the secure detention of juveniles.

(b) Each dormitory shall be designed for a minimum of 3 and a maximum of 8 juveniles.

(c) If a juvenile detention facility contains one dormitory, it shall have a minimum of 2 cells designed and used for single occupancy.

(d) If more than one dormitory is built, the number of dormitory beds may not exceed 50 percent of the rated bed capacity of the juvenile detention facility.

(e) If, based on all the criteria under s. DOC 346.13, a juvenile detention facility determines that placement of a juvenile in a dormitory may jeopardize the health or safety of the juvenile, other juveniles in the facility, staff, or the community, the juvenile may not be placed in a dormitory.

(f) Each dormitory shall have all of the following:

1. A minimum combined sleeping area and adjacent day room space of 70 square feet per juvenile based on rated bed capacity of the dormitory, excluding toilets, showers, and lavatories.

2. A minimum floor to ceiling height of 8 feet.

3. Non-locking doors on sleeping rooms, if separate sleeping rooms are provided.

4. Unrestricted physical access to the day room, lavatories, and toilets.

5. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor for each juvenile based on the rated bed capacity of the dormitory.

6. For facilities constructed or substantially remodeled after November 1, 2010, all upper bunks equipped with an anti-rollout plate.

7. Detention strength washbasins and toilets.

8. Unbreakable, detention strength mirrors sufficient for the number of juveniles confined.

9. Detention strength tables and seating in the day room based on the rated bed capacity of the dormitory.

10. Two nonremovable, collapsible, detention strength clothing and towel hooks for each juvenile confined based on the rated bed capacity of the dormitory.

11. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for

comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.

(5) DAY ROOM.

(a) Each day room shall have all of the following:

1. A minimum floor area of 35 square feet for each juvenile based on the rated bed capacity of the adjacent group of cells. In addition, each day room shall have a minimum of 70 square feet of unencumbered space.
2. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor.
3. Adequate furnishings and equipment for leisure time activities as required under this chapter.
4. Detention strength tables and seating based on the rated bed capacity of the adjacent cells.

(b) There shall be in the day room no exposed heating pipes, radiators, or controls that are accessible to juveniles.

(6) HOLDING ROOMS.

(a) Holding rooms shall be located in an area that allows continuous staff observation or electronic video surveillance of juveniles.

(b) Each holding room shall have all of the following:

1. Detention strength, rigidly constructed seats or benches bracketed to the wall or bolted to the floor or seats or benches of masonry construction of similar strength.
2. A detention strength, metal, institution-type wash basin and toilet.
3. A minimum floor area of 50 square feet of unencumbered space for 5 or fewer occupants and an additional 10 square feet of unencumbered space for each additional occupant.
4. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor.

(c) Holding rooms are not included in the rated capacity of a facility.

(d) Juveniles may not be held in a holding room for more than 24 continuous hours.

(e) Holding rooms outside the secure perimeter shall comply with the requirements of this section.

(7) RECEIVING CELLS.

(a) All receiving cells shall be designed and used for single occupancy.

(b) Each receiving cell shall have all of the following:

1. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor or a bed built in masonry construction of similar strength.
2. A detention strength, metal, institution-type wash basin and toilet. The wash basin and toilet may be combined in one unit. The wash basin shall have hot and cold running water.
3. Detention strength light fixtures that provide at least 30 foot candles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.
4. A minimum floor area of 35 square feet of unencumbered space. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.

(c) Receiving cells are not included in determining the rated capacity of a facility.

(d) Juveniles may not be held in a receiving cell for more than 72 continuous hours.

(8) NATURAL LIGHTING. Cells under subs. (2) and (3) and dormitories under sub. (4) shall be provided with natural light in accordance with the International Building Code, s. 1204, as adopted by the department of safety and professional services under s. SPS 361.05 (1). Artificial light may not be used as an alternative to the natural light requirements under the International Building Code.

(9) EXTERIOR WINDOWS.

(a) This subsection applies to all windows that lead to the exterior of the facility or to an area outside the secure perimeter of the facility.

(b) All exterior windows shall be translucent or shall be located to prevent persons outside the secure perimeter of the facility from observing juveniles within the facility.

- (c) Each exterior window that has an opening in any direction in excess of 5¹/₂ inches shall be covered with security steel grills to prevent escape.
- (d) If an exterior window is accessible to juveniles and opens, the window shall be mounted in a detention strength frame and shall be covered on the inside with a 1,600 pound per lineal inch tensile strength security screen of .047 mil. wire diameter to prevent the passage of contraband.
- (e) If an exterior window is not accessible to juveniles and opens, the screen shall have a tensile strength of at least 800 pounds per lineal inch and shall be made of wire of at least .028 mil. diameter.
- (f) If an exterior window does not open, whether or not it is accessible to juveniles, the security screen required under par. (d) or (e) may be omitted if the window is mounted in a detention strength frame and the pane is security glass of sufficient strength to resist breakage and prevent the passage of contraband.
- (10) SHOWERS. There shall be at least one shower for every 8 juveniles. There shall be an adequate supply of hot and cold water so that juveniles shall be permitted to shower on a daily basis.
- (11) MULTI-PURPOSE SPACE. Facilities shall contain multi-purpose space which shall have a minimum of 300 square feet of floor area or provide 35 square feet of floor area for the maximum number of juveniles expected to use the space at one time, whichever is greater.
- (12) CLASSROOM SPACE. For juvenile detention facilities that are constructed or substantially remodeled after November 1, 2010, there shall be classroom space designed in conformity with local or state educational requirements.
- (13) HEALTH CARE AREA. If medical or dental services are provided in the facility, there shall be sufficient space, equipment, supplies and materials for the performance of primary health care delivery in a confidential and private manner. The superintendent shall consult with the health care provider to determine the adequacy of the space, equipment, supplies, and materials.
- (14) OUTDOOR RECREATION SPACE.
 - (a) If provided, there shall be a minimum of 70 square feet of outdoor recreational space per occupant.
 - (b) The operational plan under s. DOC 346.07 shall contain policies and procedures for the safe and secure use of outdoor recreational space.
- (15) STORAGE SPACE.
 - (a) Sufficient space shall be provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items for daily operations.
 - (b) Space shall be provided for storing the personal property of juveniles safely and securely.
- (16) VISITING SPACE. Sufficient space for visitation shall be provided.

DOC 346.11 Physical environment of juvenile detention facilities constructed on or after October 1, 1994, but prior to November 1, 2010.

- (1) JUVENILE HOUSING.
 - (a) Each juvenile shall have a separate bunk or bed in a cell that meets the requirements of sub. (2) or (3) or in a dormitory that meets the requirements of sub. (4). A facility may not exceed its rated bed capacity.
 - (b) The total number of juveniles housed in double cells under sub. (3) and in dormitories under sub. (4) may not exceed 75% of the rated bed capacity of the facility.
- (2) CELLS. (a) Except if sub. (3) applies, all cells for juveniles in a facility shall be designated and used for single occupancy only.
 - (b) Except if sub. (3) applies, cells shall have minimum floor area of 54 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.
 - (c) Except if sub. (3) applies, each cell shall contain a rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor.
 - (d) Mattresses and pillows shall be available where there is need for overnight detention.

1. Mattresses and pillows shall be made of fire-resistant material, shall be covered with fire retardant, waterproof, and easy-to-sanitize material, and shall be kept in good repair.
 2. Suppliers of mattresses and pillows shall provide information giving evidence of the fire retardant and waterproof capabilities of their product.
 3. Mattresses shall be at least 3 inches in thickness and be of proper size to fit the bunks or beds.
- (e) An unbreakable, institution-type mirror shall be provided in each cell.
- (f) A detention strength, metal, institution-type wash basin and toilet shall be provided in each cell. The wash basin and toilet may be combined in one unit. The wash basin shall have hot and cold running water.
- (g) A rigidly constructed shelf-type table and seat that are bracketed to the wall or bolted to the floor shall be provided in each cell.
- (h) Except if sub. (3) applies, 2 or more non-removable, collapsible, detention strength clothing and towel hooks shall be provided in each cell.
- (i) All facilities shall have a system for emergency unlocking of individual or all cell doors from a single point outside the confinement area.
- (j) There shall be no exposed heating pipes, radiators, or controls in cells.
- (k) Light fixtures shall be detention strength and shall provide at least 30-footcandles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.
- (3) DOUBLE CELLING.**
- (a) A secure detention facility may use cells for double occupancy. This section does not apply to a juvenile portion of a county jail.
- (b) If, based on all criteria under s. DOC 346.13, a secure detention facility determines that placement of a juvenile in a double cell may jeopardize the health or safety of the juvenile, other juveniles in the facility, staff or the community, the juvenile may not be placed in a double cell. If, based on all the criteria under s. DOC 346.13, a secure detention facility determines that placement of 2 particular juveniles in a double cell may jeopardize the health or safety of either juvenile, other juveniles in the facility, staff or the community, those juveniles may not be placed together in the double cell.
- (c) In addition to the requirements for single occupancy cells under subs. (1) and (2) and before a cell may be used for double occupancy, all of the following conditions shall be met:
1. `Minimum floor area`.
 - a. In secure detention facilities that are constructed or substantially remodeled on or after October 1, 1994, a cell shall have a minimum floor area of 70 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.
 - b. In secure detention facilities that were constructed before October 1, 1994, and have not been substantially remodeled after October 1, 1994, a cell shall have a minimum floor area of 54 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.
 2. `Receiving cells`. Receiving cells may not be used for double occupancy.
 3. `Single occupancy cells`. Each secure detention facility shall maintain a minimum of 2 cells which are designed and used for single occupancy only.
 4. `Double occupancy cells`. A secure detention facility may not exceed 75 percent double occupancy of the total number of cells, excluding receiving cells and holding rooms.
 5. `Clothing hooks`. Each cell shall contain a minimum of two nonremovable, collapsible, detention strength clothing and towel hooks for each occupant.
- (4) DORMITORIES.**
- (a) A secure detention facility may use dormitories in addition to cells for the secure detention of juveniles. Each dormitory shall be designed for a minimum of 3 and maximum of 8 juveniles. If a secure detention facility contains one dormitory, it shall have a minimum of 2 cells designed and

used for single occupancy. If more than one dormitory is built, the number of dormitory beds may not exceed 50 percent of the rated bed capacity of the secure detention facility.

(b) If, based on all the criteria under s. DOC 346.13, a secure detention facility determines that placement of a juvenile in a dormitory may jeopardize the health or safety of the juvenile, other juveniles in the facility, staff or the community, the juvenile may not be placed in a dormitory.

(c) Each dormitory shall have all of the following:

1. A minimum combined sleeping area and adjacent day room space of 70 square feet per juvenile based on rated bed capacity of the dormitory, excluding toilets, showers, and lavatories.
2. A minimum floor to ceiling height of 8 feet.
3. Non-locking doors on sleeping rooms, if separate sleeping rooms are provided.
4. Unrestricted, physical access to the day room, lavatories, and toilets.
5. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor for each juvenile based on the rated bed capacity of the dormitory.
6. Detention strength wash basins and toilets.
7. Unbreakable, detention strength mirrors sufficient for the number of juveniles confined.
8. Detention strength tables and seating in the day room based on the rated bed capacity of the dormitory.
9. Two nonremovable, collapsible, detention strength clothing and towel hooks for each juvenile confined based on the rated bed capacity of the dormitory.
10. Light fixtures shall be detention strength and shall provide at least 30-footcandles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.

(5) DAYROOM. Each day room shall have a minimum floor area of 35 square feet for each juvenile based on the rated bed capacity of the adjacent group of cells. In addition, each day room shall have a minimum of 70 square feet of unobstructed floor area.

(a) There shall be no exposed heating pipes, radiators, or controls.

(b) Light fixtures shall be detention strength and shall provide at least 30-footcandles at 30 inches above the floor.

(c) There shall be adequate furnishings and equipment for leisure time activities as required under this chapter.

(d) The day room shall have detention strength tables and seating based on the rated bed capacity of the adjacent cells.

(6) SHOWERS. There shall be at least one shower for every 8 persons and an adequate supply of hot and cold water so that all juveniles may shower every day.

(7) MULTI-PURPOSE SPACE. Facilities shall contain multi-purpose space that shall have a minimum of 300 square feet of floor area or provide 35 square feet of floor area for the maximum number of juveniles expected to use the space at one time, whichever is greater.

(8) EXTERIOR WINDOWS.

(a) This subsection applies to all windows that lead to the exterior of the facility or to an area outside the secure perimeter of the facility.

(b) All exterior windows shall be translucent or shall be located to prevent persons outside the secure perimeter of the facility from observing juveniles within the facility.

(c) Each exterior window that has an opening in any direction in excess of 5 ½ inches shall be covered with security steel grills to prevent escape.

(d) If an exterior window is accessible to juveniles and opens, the window shall be mounted in a detention strength frame and shall be covered on the inside with a 1,600 pound per lineal inch tensile strength security screen of .047 mil. wire diameter to prevent the passage of contraband.

(e) If an exterior window is not accessible to juveniles and opens, the window's security screen need not meet the requirements of par. (d), but the screen shall have a tensile strength of at least 800 pounds per lineal inch and shall be made of wire of at least .028 mil. diameter.

(f) If an exterior window does not open, whether or not it is accessible to juveniles, the security screen required under par. (d) or (e) may be omitted if the window is mounted in a detention strength frame and the pane is security glass of sufficient strength to resist breakage and prevent the passage of contraband.

(9) RECEIVING CELLS.

(a) All receiving cells shall be designed and used for single occupancy.

(b) Each receiving cell shall have a minimum floor area of 54 square feet. The distance between the floor and ceiling may not be less than 8 feet and the distance between opposite walls may not be less than 6 feet.

(c) Each receiving cell shall have all of the following:

1. A rigidly constructed metal bed with the frame bracketed to the wall or bolted to the floor or a bed built in masonry construction of similar strength.

2. A detention strength, metal, institution-type wash basin and toilet. The wash basin and toilet may be combined in one unit. The wash basin shall have hot and cold running water.

3. Light fixtures that are detention strength and provide at least 30-footcandles at 30 inches above the floor. Lights shall have a dimming capability or there shall be a nightlight to allow for comfortable sleeping. There shall be enough illumination for observation of juveniles during security checks.

(10) HOLDING ROOMS.

(a) Holding rooms shall only be used for admission, release, investigative purposes, and court appearances. Holding rooms shall be located in an area that allows continuous staff observation or electronic video surveillance of juveniles.

(b) Holding rooms may be designed and used for multiple occupancy for juveniles of the same classification.

(c) Each holding room shall have all of the following:

1. Detention strength, rigidly constructed seats or benches bracketed to the wall or bolted to the floor or seats or benches of masonry construction of similar strength.

2. A detention strength, metal, institution-type wash basin and toilet.

3. A minimum floor area of 50 square feet with an additional 10 square feet for each occupant above 5.

4. Light fixtures shall be detention strength and shall provide at least 30-footcandles at 30 inches above the floor.

(11) EXISTING FACILITIES. Existing juvenile portions of a county jail shall continue to meet the physical requirements for adult jails established in ch. DOC 350.

Subchapter III – Admission and Release

DOC 346.12 Admission and screening.

(1) No youth may be admitted in a youth detention facility unless the facility is approved by the department.

(2) An approved facility shall receive youth 24 hours a day, 7 days a week.

(3) A youth who appears to be seriously ill or injured, who exhibits significant mental or emotional distress, or who appears intoxicated or incapacitated due to controlled substance or alcohol use may not be confined in the facility unless a qualified health care professional or qualified mental health professional has treated and approved the youth for admission.

(4) The facility's admission procedure shall include a process for determining if a youth is limited English proficient.

(5) The facility shall have appropriate and reliable interpretation services available for limited English proficient youth and youth who are deaf or hard of hearing.

(6) Upon admission, the facility shall complete a health screening under s. DOC 346.19.

(7) Upon admission, youth shall receive both a written and verbal or video orientation to facility rules

and procedures, including the grievance procedure. Staff shall document the youth's receipt of these materials.

(8) Following admission, each youth shall be provided the opportunity to shower as soon as practicable.

DOC 346.13 Classification.

(1) OBJECTIVE CLASSIFICATION SYSTEM.

(a) The facility shall establish and maintain an objective classification for youth for the protection and safety of youth, staff, and the community.

(b) The classification system shall identify specific criteria for the exclusion of youth from being housed in a double occupancy room under s. DOC 346.09 (3) (b) or dormitory under s. DOC 346.09 (3) (c).

(c) Staff completing the youth classification shall be trained on the use of the objective classification system in par. (a).

(2) CLASSIFICATION OF YOUTH. Following a youth's admission and prior to room assignment, the facility shall do all of the following:

(a) Complete the youth classification.

(b) Document the classification decision.

(3) RECLASSIFICATION OF YOUTH. Reclassification may occur when there has been a change in a youth's behavioral management.

(4) REVIEW. All classification and reclassification decisions shall be reviewed and documented by a supervisor or designee as soon as practicable.

DOC 346.14 Release. The facility shall have written policies and procedures relating to the release of youth.

Subchapter IV – Staffing

DOC 346.15 Staffing. The facility shall develop, implement, and document a staffing plan that identifies and provides for sufficient staff at the facility to provide adequate and continuous supervision of youth that includes all of the following:

(1) There shall be no less than one officer supervising a maximum of 15 youth in the living area.

(2) There shall be no less than 2 officers on duty in the facility at any time when youth are present.

(3) Whenever there is a youth in the facility, at least one staff member of the same gender as the youth is on duty in the living area.

(4) No officer responsible for supervision of youth may have responsibility for supervision of adult inmates in a county jail during the same work shift.

(5) A supervisor or designee physically on site during every shift at the facility.

DOC 346.16 Training.

(1) ORIENTATION. Before a new staff member is permitted to work independently with youth, the facility shall provide at least 40 hours of orientation training for the new staff member including all of the following areas:

(a) Facility policies and procedures.

(b) Facility operations and facility emergencies.

(c) Rules under this chapter.

(d) Youth grievance procedures under s. DOC 346.34.

(e) First aid and use of emergency equipment.

(f) Suicide and self-harm prevention.

(g) Health screening and medications.

(h) Use of restraints and control devices.

- (i) Supervision of youth.
- (2) ANNUAL TRAINING. Security staff shall receive at least 16 hours of annual training on the care and custody of youth, including all of the following:
 - (a) Mental health and crisis intervention.
 - (b) Health screenings.
 - (c) Procedures on use of force, restraints, and security control devices.
 - (d) Fire safety equipment and evacuation procedures.
- (3) DOCUMENTATION. All staff training shall be documented.

Subchapter V – Food Service and Nutrition

DOC 346.17 Food Service.

- (1) SANITATION. The kitchen area and all equipment shall be maintained in a sanitary condition.
- (2) FOOD SAFETY.
 - (a) Food items shall be stored at least 6 inches off the floor. Opened food packages shall be stored in airtight containers that are labeled and dated. Food items shall be stored in appropriate locations and temperatures.
 - (b) All persons who work in food service areas shall wear clean garments and clean caps or hairnets and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils, or equipment.
 - (c) Food and drink shall be protected from contamination. Meals shall be covered during transit to and within the facility.
 - (d) Food temperature shall be properly maintained and documented daily.
 - (e) Kitchen storage and dishwashing equipment temperatures shall be monitored and documented daily.
 - (f) Garbage containers shall be covered, emptied daily, and kept clean.
 - (g) Cleaning agents shall be stored separately from food service items.
- (3) INVENTORY. There shall be a documented inventory accounting for all sharps, tools, and utensils at all times.
- (4) INSPECTION.
 - (a) Internal monthly inspection of all food service areas shall be conducted and documented.
 - (b) Annual inspection of all full-production and service kitchens by a qualified, independent outside source documenting that the food service area meets applicable health and safety codes shall be conducted.

DOC 346.18 Meals.

- (1) The facility shall provide nutritious and quality food for all youth.
- (2) The facility shall develop menus that satisfy generally accepted nutritional standards.
- (3) An annual menu review by a qualified nutritionist or dietician shall be completed and maintained in the facility files. Any change or substitution to the menu shall be documented.
- (4) A youth may abstain from any foods that violate the youth's religion. Consistent with available resources, the facility shall provide a substitute with other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (2).
- (5) Special diets are provided as prescribed by a qualified health care professional.
- (6) Youth shall receive 3 nutritious meals and a snack daily, with no more than 14 hours between the evening meal and breakfast. Two of the meals shall be hot, including the entrée.
- (7) Youth shall eat meals in a cafeteria or common area unless approved by a supervisor or designee.

Subchapter VI – Health and Mental Health Care

DOC 346.19 Health screening.

- (1) The facility shall use a health screening form that is developed in conjunction with qualified health care professionals and is completed at the time of admission for each youth to record information about current and past medical, mental health, and dental conditions, physical and developmental disabilities, recent injuries or physical trauma, alcohol or other drug abuse problems, and suicide or self-harm risk. The completion of a health screening form upon admission of youth shall be documented.
- (2) A youth whose screening under sub. (1) is not completed within one hour of admission shall be under constant staff supervision until the screening is completed. Section DOC 346.23 applies if a youth screens positive for risk of suicide or self-harm.
- (3) The health screening shall be conducted in a confidential setting.
- (4) If urgent concerns are identified during the health screening, referrals to medical, mental health, or supervisory staff shall be immediate.
- (5) A qualified health care professional shall review the health screening within 72 hours. The review shall be documented.
- (6) Documentation of health screening results and subsequent review of the health screening form shall be maintained in the youth's confidential file.

DOC 346.20 Health care assessment.

- (1) All youth shall receive a full health care assessment by a qualified health care professional within 7 days of admission.
- (2) The assessment shall be documented.
- (3) Documentation of health care assessment results shall be maintained in the youth's confidential medical record.

DOC 346.21 Medical care.

- (1) The facility shall provide youth medical care under s. 938.505 (1), Stats.
- (2) The facility shall provide youth with a schedule of access to medical care to be provided under sub. (1).
- (3) The facility shall provide access to emergency medical and dental services.
- (4) All licensed or certified health care professionals shall provide services in accordance with the standards of practice established by the applicable regulatory body.
- (5) Health care staff shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.
- (6) A youth may refuse specific health evaluations and treatments in accordance with applicable federal and state law. All refusals shall be documented and maintained in the youth's confidential medical record.
- (7) The facility shall allow for submission and screening of medical requests on a daily basis.
- (8) The facility's provision of medical care shall ensure access to all of the following:
 - (a) Pregnancy management.
 - (b) Acute and chronic medical conditions management.
 - (c) Communicable disease and infection control.
 - (d) Detoxification and withdrawal care.

DOC 346.22 Mental health care.

- (1) The facility shall provide youth with necessary mental health services from a qualified mental health professional.
- (2) Licensed mental health professionals shall be in compliance with state and federal licensure certification and registration. Verification of compliance shall be maintained at the facility.

- (3) The facility shall have a schedule of access to on-site mental health care services.
- (4) The facility shall provide access to emergency mental health care.

DOC 346.23 Suicide and self-harm prevention.

- (1) RISK OF SERIOUS HARM. The facility shall do all of the following:
 - (a) Obtain documented information from a transporting agency's observation pertaining to a youth's mental health and potential for suicide or self-harm.
 - (b) Require staff to immediately notify qualified medical and mental health professionals of all incidents of self-harm or attempted self-harm. The notification and incident shall be documented.
 - (c) Require staff to immediately notify qualified medical and mental health professionals of youth who have communicated having ideation, plan, or intent to engage in self-harm or suicide. The notification and incident shall be documented.
- (2) SUICIDE OR SELF-HARM WATCH. The facility shall do all of the following:
 - (a) Identify designated supervisory staff to be notified if a youth is determined to be a suicide or self-harm risk.
 - (b) Designate areas within the facility and provide security precautions for youth who are placed on suicide or self-harm watch.
 - (c) Establish monitoring procedures for youth on suicide or self-harm watch, including frequency and documentation of wellness checks under s. DOC 346.39.
- (3) YOUTH SUPERVISION. The facility shall do all of the following:
 - (a) Identify staff who may initiate a suicide or self-harm watch.
 - (b) Require notification to qualified mental health professionals when the youth is placed on suicide or self-harm watch. Assessment by a qualified mental health professional shall be completed as soon as practicable.
 - (c) Identify qualified mental health professionals who are authorized to remove a youth from a suicide or self-harm watch status after an in-person assessment.
 - (d) Establish requirements for the frequency of communication between health care and facility staff regarding the status of a youth who is on suicide or self-harm watch.
 - (e) Establish an intervention protocol during an apparent suicide or self-harm attempt, including life-sustaining measures.
 - (f) Identify persons to be notified in case of attempted or completed suicides or self-harm.
- (4) DOCUMENTATION. The facility shall document actions taken and decisions made regarding youth who are at risk of attempting suicide or self-harm, including all of the following:
 - (a) Individual initiating the suicide or self-harm watch.
 - (b) Date and time watch was initiated.
 - (c) Reason watch was initiated.
 - (d) Date, time, and name of supervisor contacted.
 - (e) Date and time of referral to a qualified mental health professional.
 - (f) Written documentation from the qualified mental health professional removing a youth from a suicide or self-harm watch including name, date, and time.
- (5) SUPPORT SERVICES. The facility shall provide access to debriefing and support services for youth and staff following a suicide or self-harm incident.

DOC 346.24 Medications.

- (1) The facility shall comply with state and federal law regarding procuring, prescribing, dispensing, delivering, administering, and disposing of prescription and nonprescription medications.
- (2) All medications brought into the facility shall be verified, inventoried, and maintained in a designated secure storage area.
- (3) Designated trained staff may administer or deliver prescribed doses of medication at prescribed times.

- (4) Prescription and nonprescription medication administered or delivered to a youth shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.
- (5) All refusals of recommended or prescribed medications by a youth shall be documented.
- (6) All medication errors shall be documented.
- (7) The facility shall inventory and return or dispose of unused medications upon the youth's release or transfer.

DOC 346.25 Medical records.

- (1) Youth medical records shall be kept separate from other records, including custodial records, and shall be maintained in a confidential manner in accordance with ss. 146.81 to 146.83, Stats., and other applicable state or federal laws.
- (2) Records shall be securely maintained and accessible only by designated staff.

Subchapter VII – Resources for Youth

Note: This subchapter applies to the Department of Corrections in carrying out its statutory responsibilities to regulate youth detention facilities, and to the Department of Children and Families to the extent the Department of Children and Families has authority pursuant to s. 938.485, Stats., or any other provision of ch. 938, Stats., to establish and enforce standards for services to youth.

DOC 346.26 Clothing, towels, and bedding.

(1) CLOTHING.

(a) If youth are not permitted to wear personal clothing, all of the following shall be provided upon admission:

1. A set of clean clothing.
2. Clean socks and undergarments.
3. Clean footwear.

(b) Clothing shall be laundered at a minimum of 2 times per week, and on a more frequent basis as needed.

(c) Undergarments and socks shall be laundered as necessary to provide clean undergarments and socks daily.

(2) TOWELS AND BEDDING.

(a) Staff shall provide each youth with a clean towel and washcloth daily.

(b) Staff shall provide each youth with clean bed linens at least once per week.

(c) Staff shall provide each youth with a clean blanket at least once per month.

(3) MATTRESSES AND PILLOWS.

(a) Staff shall provide each youth with a clean mattress and pillow.

(b) Each mattress and each pillow shall be covered with a fire retardant, waterproof, easy-to-sanitize material.

(c) Mattresses and pillows shall be kept in good repair and in a clean and sanitary condition. Staff shall repair or remove from circulation any mattresses with holes or cracks.

(d) Mattresses and pillows shall be cleaned and sanitized before reissue.

DOC 346.27 Commissary services. If a facility provides commissary, vending or other similar services for youth, the facility shall have policies and procedures relating to these services.

DOC 346.28 Mail.

- (1) The facility shall not limit the amount of correspondence sent and received by youth.

- (2) The facility shall deliver incoming mail to youth on the same day that it is received at the facility.
- (3) Outgoing youth mail shall be posted daily excluding weekends and holidays.
- (4) Appropriate writing materials shall be provided to youth upon request.
- (5) Postage for a minimum of 2 non-privileged letters a week shall be provided for each youth.
- (6) Postage for privileged mail may not be limited.
- (7) The facility shall establish parameters for inspecting privileged and non-privileged mail.
- (8) If mail is withheld, staff shall inform the youth and document the date, time, reason, and disposition.

DOC 346.29 Communication.

- (1) Upon admission, youth shall be given an opportunity as soon as possible to communicate with social supporters.
- (2) Youth shall have the opportunity to communicate with approved individuals external to the facility no less than once per day.
- (3) The facility may not charge youth to communicate.
- (4) The facility shall make accommodations for youth with hearing or speech disabilities or limited English proficiency.
- (5) If external communication is withheld or monitored, the facility shall inform the youth and document the date, time, and reason.

DOC 346.30 Visitation.

- (1) The facility shall provide visitation hours sufficient to accommodate daily contact visits with approved social supporters.
- (2) Professional visits shall be allowed during reasonable hours as long as security and routine are not unduly interrupted.
- (3) The facility shall establish procedures for requesting visitation outside of normal visiting hours.
- (4) The facility shall post visitation policies and procedures, including visitation schedule, in a place readily accessible to visitors and youth.

DOC 346.31 Publications.

- (1) The facility shall provide access to reading materials of general interest.
- (2) The facility may not limit access to reading materials except when reasonably related to the security of the facility.

DOC 346.32 Religious practices.

- (1) Youth shall have the opportunity to participate in religious practices, services, and programming.
- (2) The facility shall have a process for youth to request items related to their religious practice.
- (3) The facility shall notify youth of the schedule of religious services available.

DOC 346.33 Legal access. The facility shall provide youth access to the courts, attorneys, and legal materials and research.

DOC 346.34 Grievance procedure.

- (1) The facility shall provide all youth with access to a grievance procedure that includes at least one level of appeal.
- (2) The facility shall provide a process by which youth can submit grievances in a confidential manner that is only accessible by a supervisor or designee.

Subchapter VIII – Programs and Services.

DOC 346.35 General. The facility shall do all of the following:

- (1) Provide for use of community resources, contract providers, and volunteers.
- (2) Notify youth of availability, eligibility, and schedules for programs and services.
- (3) Conduct criminal background checks on all volunteers, community resources, and contract providers.
- (4) Provide orientation and training on facility operations for all volunteers.
- (5) Youth are not required to participate in uncompensated work assignments unless the work is related to housekeeping, maintenance of the facility or grounds, personal hygienic needs, or part of an approved training or community service program.

DOC 346.36 Education. The facility shall do all of the following:

- (1) Provide educational programming for youth consistent with the requirements of the Department of Public Instruction.
- (2) Ensure that youth have access to education, as provided by the school district in which the facility is located.
- (3) Notify the school district in which the facility is located when youth are placed in the facility.
- (4) Document on a daily basis all of the following:
 - (a) Number of hours of instruction by a teacher.
 - (b) Number of youth receiving instruction.
 - (c) Names of youth who refused to participate in education.
 - (d) Names of youth who were unable to participate and the reasons for the inability.

DOC 346.37 Leisure activities, recreation, and exercise.

- (1) LEISURE ACTIVITIES. The facility shall offer youth a range of leisure activities.
- (2) RECREATION. The facility shall do all of the following:
 - (a) Have a supervised and scheduled recreation and exercise program.
 - (b) Ensure all youth have access to at least one hour of large muscle exercise every weekday and at least 2 hours of large muscle exercise each Saturday and Sunday in a space outside of their own rooms.
 - (c) Have and maintain supplies and equipment to provide a variety of recreational and exercise activities.

Subchapter IX – Safety and Security

DOC 346.38 Security practices.

- (1) KEY CONTROL.
 - (a) All keys assigned to staff shall be stored in a secure area when not in use. All keys must be accessible in the event of an emergency.
 - (b) All keys assigned to staff shall be inventoried and documented at shift change.
 - (c) Youth are not permitted to handle or utilize keys assigned to staff.
 - (d) Keys issued to youth shall be inventoried when issued and returned.
- (2) WEAPONS CONTROL.
 - (a) The facility shall establish protocols for the introduction, availability, inventory, and storage of any security control devices and specify the level of authority required for access and use.
 - (b) Firearms are not permitted in the facility except when brought in by law enforcement in emergency situations.
- (3) TOOL CONTROL. Tool control shall include the introduction, use, storage, and inventory of all tools brought in the facility or stored on-site.
- (4) SEARCHES.

(a) *Youth.*

1. Searches shall not be conducted as a form of harassment, punishment, or discipline.
2. Searches of youth, except in exigent circumstances, shall be conducted by a staff member of the same gender as the youth.
3. Body cavity searches shall be conducted by a qualified health care professional.
4. The facility shall document the reason for all youth strip, body cavity, and cross-gender pat down searches and any items discovered through the search.
5. All youth strip, body cavity, and cross-gender pat down searches shall require the documented approval of a supervisor or designee.

(b) *Visitors.* The facility shall develop protocols for the searching of visitors and their possessions.

(c) *Facility.* At a minimum, monthly facility searches of all youth accessible areas shall be conducted and documented to control the existence of contraband.

(5) **DOOR AND LOCK INSPECTIONS.** Staff shall conduct and document monthly inspections of all doors and locks within and to the secure perimeter of the facility to determine if they are in good working order.

(6) **FACILITY REPAIR.** Any damage to the facility that compromises safety or security shall promptly and securely be repaired.

DOC 346.39 Observation of youth.

(1) The facility shall have a system for providing wellness checks of youth. All youth shall be personally observed by facility security staff at staggered intervals not to exceed any of the following:

(a) Thirty minutes for youth in the general population.

(b) Fifteen minutes for any of the following:

1. Youth on a suicide or self-harm watch.
2. Youth in administrative confinement.
3. Youth in a receiving room or holding room.
4. Youth voluntarily requests.
5. Youth in room restriction.

(c) Staff shall provide continuous personal observation when a youth is mechanically restrained for non-routine purposes.

(2) Each wellness check shall be documented.

(3) A video monitoring system may be used to supplement but not replace personal observations.

(4) The facility shall conduct and document formal physical counts of youth at least 3 times per day, with a minimum of one count per shift.

(5) The facility shall ensure there is no physical or visual contact between youth and adult inmates.

DOC 346.40 Administrative confinement.

(1) Administrative confinement may only be used for the following reasons:

(a) A youth poses a serious risk of imminent physical harm to themselves, another person, or property.

(b) A youth threatens the security and order of the facility.

(c) A youth inhibits a pending disciplinary investigation.

(2) The facility shall designate on-site supervisory staff who may initiate and remove youth from administrative confinement.

(3) A youth's progress in administrative confinement shall be reviewed by a supervisor or designee at least once a shift. Each review shall be documented.

(4) If the supervisor or designee determines the youth no longer poses a risk under sub. (1), the youth must be immediately returned to the general population.

(5) The facility shall notify the following individuals of an administrative confinement placement as soon as practicable:

(a) Superintendent or supervisory designee.

- (b) A qualified mental health professional.
 - (c) A qualified health care professional.
 - (d) Affected facility staff.
 - (e) The youth's parent or guardian.
 - (f) The county or tribe of placement.
- (6) The facility shall document all actions and decisions regarding youth in administrative confinement including:
- (a) Date, time, and name of supervisor making placement.
 - (b) Reason placement is initiated.
 - (c) Date, time, names of individuals notified, and method of notification to the individuals in sub. (5).
 - (d) Date, time, and name of supervisor or supervisory designee removing placement.
- (7) At least quarterly, the facility shall review the use of administrative confinement. The review shall be documented and include:
- (a) Identification of any patterns indicated by similarities in the time of day, day of the week, duration of use, individuals involved, or other factors associated with the use of administrative confinement.
 - (b) Actions needed to correct identified deficiencies in the facility's implementation of administrative confinement.
 - (c) A review of available options to minimize the use of room confinement.

DOC 346.41 Use of force.

(1) GENERAL PROVISIONS.

- (a) Physical force may be used as a last resort and in accordance with appropriate statutory authority.
- (b) Staff may only use the amount of force reasonably necessary to achieve the objective for which force is used.
- (c) Staff shall only use physical force by employing the least restrictive appropriate means and only for the amount of time necessary to bring the situation under control.
- (d) Using physical force for punishment, discipline, retaliation, or as a substitute for treatment is prohibited.

(2) INCIDENT REPORTING.

- (a) Any staff member who uses force or witnesses a use of force shall submit a written report describing the incident to their supervisor for review. The report shall include all known relevant facts and be submitted by the end of the shift.
- (b) A supervisor shall document the review of all use of force incidents.
- (c) The facility shall conduct and document a multi-disciplinary operational review following a use of force.
- (d) Facility procedures shall address the role, notification, and follow-up of qualified health care and mental health professionals following use of force incidents.

DOC 346.42 Use of mechanical restraints.

- (1) Mechanical restraints may only be applied to youth if staff determine that they are the least restrictive means of addressing an imminent threat of physical harm to themselves or others, or damage to property.
- (2) Mechanical restraints must be removed immediately upon the youth regaining composure and when the threat of harm or the safety concern has abated.
- (3) Mechanical restraints may never be used as punishment.
- (4) When a youth is mechanically restrained for non-routine purposes, the incident reporting procedure outlined in s. DOC 346.41 (2) shall apply. Documentation shall include the reason for use, duration of use, and corresponding wellness checks.
- (5) A staff person shall be assigned to monitor a youth who is placed in mechanical restraints and shall

remain in continuous auditory and visual contact with the youth.

(6) Observations of the youth's behavior and any staff interventions shall be documented at least once every 15 minutes, with the actual time of the observation or intervention recorded.

DOC 346.43 Fire safety and emergency preparedness.

(1) The facility shall comply with applicable federal, state, and local fire safety codes.

(2) The facility shall have and shall properly maintain self-contained breathing apparatuses and fire extinguishers sufficient to support the need of the facility as determined by the local fire department. The facility shall place the equipment in accordance with the advice of the local fire department.

(3) The facility shall maintain a record of all fire inspections conducted as required under sub. (1).

(4) Staff shall conduct and document monthly fire inspections of the facility.

(5) A written fire evacuation plan shall be developed and maintained in accordance with recommendations from the local fire department. The evacuation routes developed as a part of the evacuation plan shall be posted in a conspicuous place for staff.

(6) Fire drills shall be conducted at least quarterly on each shift and documented.

(7) The facility shall develop and maintain an emergency operations procedure. The procedure shall be readily accessible for staff to reference and shall include instructions for all of the following:

(a) Major disturbances.

(b) Natural disasters.

(c) Physical plant disruptions.

(8) First aid kits and other emergency response equipment shall be available in designated areas of the facility. Inventories shall be conducted and documented monthly.

(9) The facility shall have access to an alternate power source to maintain essential services in an emergency. Quarterly tests of the alternate power source shall be conducted and documented.

Subchapter X – Behavior Management

DOC 346.44 Discipline.

(1) At the time of admission, each youth shall be notified of and provided access to the rules of behavior required in the facility and the potential disciplinary actions imposed for violation of the rules.

Documentation of the youth's receipt of the facility rules shall be maintained.

(2) The facility shall have a graduated array of dispositions to address youth rule violations.

(3) Disciplinary action shall be determined on an individual basis. Staff shall not use group punishment as a sanction for the negative behavior of an individual youth.

(4) Youth may not administer rule violation dispositions.

(5) Staff may consider whether a youth's disability, mental illness, special education status, or limited English proficiency status contributed to the behavior when assigned consequences for violations of the facility's rules.

(6) Staff may restrict a youth's privileges for a rule violation if all of the following occur:

(a) The youth is given the opportunity to explain the circumstances of the alleged violation. The youth's statement or refusal shall be documented.

(b) Supervisor or designee shall document their review of the rule, violation, the youth's statement and restriction within 24 hours of the rule violation.

(7) Dispositions may not include any of the following:

(a) Withholding of basic necessities such as food, water, toilet, clothing, sleep, or the use of materials necessary to maintain a basic level of personal hygiene.

(b) Denial of access to religious worship, attorneys, privileged mail, courts, legislators, and medical and mental health services.

(c) Denial of exercise.

(d) Corporal punishment.

DOC 346.45 Disciplinary procedures.

- (1) A staff member who observes a youth committing a rule violation shall inform the youth of the rule that was violated and the disciplinary procedure.
- (2) A staff member shall offer the youth the opportunity to provide a statement. Staff shall document the youth's statement or their refusal to provide a statement.
- (3) Staff shall inform the youth that the disciplinary report and statement will be forwarded to the supervisor or designee within 24 hours of the rule violation.
- (4) An impartial supervisor, who has not personally observed, been a part of, or investigated the incident, shall do the following:
 - (a) Review the disciplinary report and the youth's statement, render a decision, and notify the youth within 24 hours of receipt of the report.
 - (b) Document their review.
- (5) The youth shall be notified of their right to appeal the supervisor's decision and the facility's procedure for making an appeal.
- (6) The youth may appeal the decision within 24 hours of receipt of the decision.
- (7) The youth shall receive a written decision no later than 24 hours after receipt of an appeal.
- (8) The facility shall document information on each rule violation by a youth, each disciplinary action taken by the facility, and each appeal. The documentation shall be maintained in the youth's record.

DOC 346.46 Review of behavior management. At least quarterly, the facility shall review the use of behavior management. The review shall be documented and shall include:

- (1) Identification of any patterns indicated by similarities in the time of day, day of the week, duration of the use of procedure, individuals involved, or other factors associated with the use of discipline.
- (2) Actions needed to correct identified deficiencies in the facility's implementation of youth discipline.
- (3) A review of current options available for addressing and supporting behavior management.
- (4) An assessment of opportunities missed to avoid the use of room confinement and proposed actions to be taken to minimize the use of room confinement.

Subchapter XI – Hygiene and Sanitation

DOC 346.47 Hygiene. The facility shall do all of the following:

- (1) Permit youth to shower at least once per day.
- (2) Provide hygiene and toiletry supplies sufficient for maintenance of cleanliness of the youth including toothpaste, toothbrush, soap and shampoo, shaving materials, comb or hair brush, and feminine hygiene materials.

DOC 346.48 Sanitation.

- (1) Vermin and pests shall be controlled with a documented program. Containers of poisonous compounds used for exterminating rodents or insects shall be prominently and distinctly labeled for easy identification of contents. Poisonous compounds shall be stored independently and separately from food and kitchenware in a locked area not accessible to youth.
- (2) The facility shall provide youth access to cleaning materials daily.
- (3) Tables used for common use and meals shall be kept sanitized.
- (4) Staff shall conduct and document monthly safety and sanitation inspections of the facility.
- (5) Common use grooming tools shall be disinfected and cleaned before reissue and are stored in a secure area.
- (6) Property storage containers shall be sanitized before reuse.
- (7) Trash shall be removed daily.

Subchapter XII – Youth Portion of a County Jail

DOC 346.49 Admission criteria. Youth may be admitted to a youth portion of a county jail under s. 48.209 or 938.209, Stats., only subject to the following:

- (1) Youth may be held in a youth portion of a county jail for a maximum of 24 hours, not including weekends or holidays, except youth may be held for a maximum of 6 hours, excluding weekends or holidays, in counties that are within a metropolitan statistical area under the current designation of the federal Bureau of Census.
- (2) Youth may be held only for the purposes of identification, processing, and to arrange for release to parents or transfer to juvenile court officials or youth shelter or detention facilities. Any holding of youth shall be limited to the absolute minimum time necessary to complete these purposes, not to exceed the time limits under sub. (1). An alleged or adjudicated delinquent may be detained before a court appearance for a period of time not to exceed the limits under sub. (1). An alleged or adjudicated delinquent may be detained after a court appearance for a time period not to exceed an additional 6 hours. Any hold of an adjudicated delinquent that is not related to a court appearance is prohibited.
- (3) Persons who are 18 years of age or older may not be admitted or held in a youth portion of a county jail, unless they are currently only under juvenile court jurisdiction under ch. 938 or 48, Stats.

DOC 346.50 Contact.

- (1) There shall be no physical or visual contact between youth and adult inmates in the youth portion of a county jail.
- (2) There shall be no sustained sound contact between youth and adult inmates in the youth portion of a county jail.

DOC 346.51 Existing facilities. Existing youth portions of a county jail shall continue to meet the physical requirements for adult jails established in ch. DOC 350.

DOC 346.52 Staffing plan.

- (1) No officer providing supervision to youth may be responsible for the supervision of more than 30 individuals.
- (2) No officer responsible for supervision of youth may be responsible for radio or dispatch duties during the same time period.
- (3) An officer of the same gender as the youth being admitted or held in custody shall be on duty in the facility.
- (4) At all times an officer shall be within hearing distance of the area in which a youth is confined.

Subchapter XIII – Collocated with a Secured Residential Care Center for Children and Youth

DOC 346.53 Staffing plan. Staff responsible for the supervision of youth held in the secure youth detention facility may have responsibility for supervision of youth confined in a secured residential care center for children and youth provided all of the following are met:

- (1) The staff member has successfully completed required training specific to each type of facility.
- (2) The facility is able to meet the applicable staffing plan of each facility type.

DOC 346.54 Physical space.

- (1) A secure youth detention facility may share any of the following areas with a secured residential care center for children and youth:
 - (a) Receiving room.
 - (b) Holding room.
 - (c) Healthcare space.

- (d) Receiving space.
- (e) Visitation space.
- (2) With the exception of special events, a secure youth detention facility may share, but not concurrently use, any of the following areas with a secured residential care center for children and youth:
 - (a) Multipurpose room.
 - (b) Classroom space.
 - (c) Quiet space.
 - (d) Indoor recreation space.
 - (e) Outdoor recreation space.
 - (f) Cafeteria or common space for meals.
 - (g) Food service space under s. DOC 346.09 (12) when used for programming.
- (3) A secure youth detention facility shall not share youth housing with a secured residential care center for children and youth.

Subchapter XIV – Collocated with an Adult Facility

DOC 346.55 Contact.

- (1) There shall be no physical or sustained visual contact between youth and adult inmates.
- (2) There shall be no sustained sound contact between youth and adult inmates.

DOC 346.56 Staffing plan.

- (1) No officer providing supervision to youth may be responsible for the supervision of adult inmates during the same time period.
- (2) No officer responsible for supervision of youth may be responsible for radio or dispatch duties during the same time period.
- (3) An officer of the same gender as the youth being admitted or held in custody shall be on duty in the facility.
- (4) At all times an officer shall be within hearing distance of the area in which a youth is confined.

SECTION 2. EFFECTIVE DATE. This rule takes effect on the first day of the month following publication in the Wisconsin Administrative Register as provided in s. 227.22 (2) (intro.), Stats.