

## Chapter DOC 346

### SECURE DETENTION FOR JUVENILES

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**Note:** Chapter HSS 346 was renumbered Chapter DOC 346 and revised under s. 13.93 (2m) (b) 1., 2., 6. and 7., Stats., Register, April, 1990, No. 412. Chapter DOC 346, as it existed on October 31, 2010 was repealed and a new chapter DOC 346 was created effective November 1, 2010.

#### Subchapter I — General Provisions

**DOC 346.01 Purpose and authority.** The purpose of this chapter is to protect the health, safety and welfare of all juveniles held in juvenile detention facilities and the juvenile portion of county jails, by establishing minimum standards for these facilities, and ensuring compliance with 42 USC 5601 to 5761 and 28 CFR Part 31. This chapter is promulgated under the authority of s. 938.22 (2) (a), Stats., and implements s. 301.36, 301.37 and 938.209, Stats.

**History:** CR 09–039: cr. Register October 2010 No. 658, eff. 11–1–10.

**DOC 346.02 Applicability.** The provisions of this chapter apply to juvenile detention facilities and juvenile portions of a county jail. Unless otherwise specified, s. DOC 346.14 applies only to facilities that were constructed or substantially remodeled after October 1, 1994.

**History:** CR 09–039: cr. Register October 2010 No. 658, eff. 11–1–10.

**DOC 346.03 Definitions.** In this chapter:

- (1) “Cell” means a secure room designed and used as a sleeping room for one or 2 juveniles.
- (2) “Construction plans” mean the site plans, drawings, and specifications for construction or remodeling of a facility.
- (3) “Contraband” means any item not allowed in a facility by the superintendent.
- (4) “Day room” means an area usable and accessible by juveniles, contiguous to each group of cells, and designed and used for leisure activities.

(5) “Department” means the department of corrections.

(6) “Dormitory” means a secure area designed for three or more juveniles and used for sleeping and day room activities.

(7) “Facility” means either a juvenile detention facility or the juvenile portion of a county jail.

(8) “Facility program” means a written narrative that describes basic operational functions and spaces needed to meet those functions.

(9) “Family” means parents, grandparents, guardians, foster parents, and legal custodians.

(10) “Holding room” means a secure room designed for holding one or more juveniles of the same gender for the purpose of processing admissions, releases, investigations or court appearances.

(11) “Juvenile” has the meaning given in s. 938.02 (10m), Stats.

(12) “Juvenile detention facility” has the meaning given in ch. 938, Stats., and includes a stand alone facility or a facility located in the same building or on the same grounds as a county jail.

(13) “Juvenile portion of a county jail” means an area which is used for the detention of juveniles and which is part of a county jail.

(14) “Living area” means the part of a juvenile detention facility normally occupied by juveniles, including day rooms, multi-purpose space, and adjacent control centers.

(15) “Multi-purpose space” means activity areas designed and used for education, recreation, library services, and other juvenile program activities. Multi-purpose space does not include cells, day rooms or dormitories.

(16) “Officer” or “juvenile detention officer” has the meaning given in s. 165.85 (2) (bt), Stats.

(17) "Privileged mail" means any written communication between a juvenile and an attorney, court, government or facility official.

(18) "Rated bed capacity" means the design capacity approved by the department under this chapter, based on single occupancy cells under s. DOC 346.14 (2), double occupancy cells under s. DOC 346.15, and dormitories under s. DOC 346.14 (3).

(19) "Receiving cell" means a cell used to segregate a juvenile for purposes of admission, release, discipline, investigation or court appearances.

(20) "Superintendent" means:

(a) The individual designated to be in charge of a juvenile detention facility under s. 938.22 (3) (a), Stats., or the director as specified in s. 938.22 (3) (b), Stats.; or

(b) In the case of the juvenile portion of the county jail, the sheriff of a county in which the jail is located pursuant to s. 59.27 (1), Stats.

(21) "Undergarments" means underwear and socks and includes bras for females.

(22) "Unencumbered space" means usable space that is not encumbered by furnishings or fixtures.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.04 Operational plan.** (1) Before a facility may hold juveniles in secure custody, it shall have a mission statement and a written operational plan which has been approved by the department under s. 938.22 (2) (a), Stats., and which meets the requirements of 42 USC 5601 to 5761 and 28 CFR Part 31 and the standards specified in this chapter. No plan may be implemented until the department has approved the plan, under s. 938.22 (2) (a), Stats.

(2) The operational plan shall contain all of the following components:

(a) A statement setting forth the mission of the facility.

(b) Designation of whether the facility will operate as a juvenile portion of the county jail or as a juvenile detention facility.

(c) Policies and procedures to ensure against any contact between juveniles and adult inmates in all areas of the facility, including sallyports, entrances, booking, intake, living areas, elevators, visiting areas, staircases, medical areas, recreational areas, and fingerprinting areas.

(d) Policies and procedures to ensure immediate security backup in emergency situations.

(e) Policies and procedures for bedding and linens, canteen, classification, clothing, communicable disease control, crisis intervention, disciplinary hearings, discipline, educational programming, fire protection, frequency of cell checks, health screening and care, juvenile work assignments, mail, medical records, medications, nutrition, out-of-cell time, personal hygiene, personal property, programming, reading materials, recreation, release, religious programming, sanitation, searches, staffing, suicide prevention, telephone, use of restraints, use of volunteers, and visitation.

(f) Policies and procedures to ensure compliance with the standards specified in this chapter.

(3) Prior to submitting the operational plan to the department for approval under s. 938.22 (2) (a), Stats., the superintendent shall distribute the plan for review and comment to the sheriff, juvenile court judge, chief intake worker, social or human services director, and the director of the county department of community programs appointed under s. 51.42 (4), Stats.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.05 Annual meeting.** (1) The superintendent shall conduct a meeting at least annually to discuss and review the operation of the facility and other juvenile justice issues. The superintendent shall invite the sheriff, juvenile court judge, chief intake worker, social or human services director, and the director

of the county department of community programs appointed under s. 51.42 (4), Stats., and any other appropriate persons.

(2) The superintendent shall maintain a record of the proceedings of the meeting under sub. (1) for review by the department.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.06 Records and reporting.** (1) The superintendent shall maintain a facility register which shall include identifying information for all juveniles, including name, age, gender, race, name of parents or guardian, alleged offense, detaining authority, time and date of admission, authority for admission, date and time of release, and destination of the juvenile after release.

(2) The facility shall maintain records of the date, time and circumstances of all of the following events involving juveniles:

(a) Death, attempted suicide which requires emergency medical care or hospitalization, or physical injury.

(b) Escape or attempted escape.

(c) Significant damage to the facility.

(d) A daily record of each juvenile's behavior, medical history, disciplinary actions, visitations, room assignment, care requirements and other special conditions.

(3) Records shall be maintained in a confidential manner as follows:

(a) Records shall be secured in locked desks or filing or storage cabinets.

(b) Records shall be maintained and stored separately from records of persons 18 or older.

(c) No person except those authorized through a court order or authorized facility or department personnel may have access to information in the records or be permitted to inspect the records.

(d) Whenever a person is allowed access to a juvenile's file, a notation which includes the person's name, date of access and authorization for access shall be made in the file.

(4) The superintendent shall notify the department's regional detention facilities specialist within 24 hours excluding weekends and holidays, after any of the following occurs:

(a) The death of a juvenile.

(b) The provision of medical treatment to a juvenile for a life-threatening injury or the admission of a juvenile to a hospital, not including an emergency room admission or admission for detention and evaluation under ch. 51, Stats.

(c) The escape of a juvenile.

(d) Any significant damage to the facility.

(e) Any change in the superintendence of the facility.

(5) The superintendent shall give the department at least 30 days notice of any intention to terminate the operation of the facility.

(6) The superintendent shall promptly furnish to the department all requested information.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.07 Variances.** (1) The department may grant a variance to a provision of this chapter, except that no variance may be granted to the provisions of ss. DOC 346.14 (1) and (3) and 346.15 (3) (a) and (d).

(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, welfare and rights of juveniles 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 or welfare of juveniles or the public.

(4) Violation of any condition under which a variance is granted constitutes a violation of this chapter. Upon finding that there has been a violation of a condition of the variance, the

department may revoke the variance and require strict enforcement of the rule.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

### Subchapter II — Admission and Release

**DOC 346.08 Admission criteria for juvenile detention facilities.** (1) Juveniles may be admitted to a juvenile detention facility under the provisions of applicable Wisconsin Statutes, including chs. 938 and 48, Stats., or other court order.

(2) Persons who are 18 years of age or older may not be admitted or held in a juvenile detention facility, unless they are currently only under juvenile court jurisdiction under ch. 938 or 48, Stats.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.09 Admission.** (1) No juvenile may be placed in a juvenile detention facility unless the facility meets the requirements of this chapter and is approved by the department.

(2) An approved facility shall receive juveniles into secure detention 24 hours a day, 7 days a week.

(3) As soon as practicable following admission, each juvenile shall be required to take a bath or shower.

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

(5) The superintendent shall provide to juveniles upon admission a copy of the rules of the facility and a description of the services and programs of the facility. The superintendent shall assure that all juveniles have effective access to the information.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.10 Classification.** The operational plan under s. DOC 346.04 shall contain policies and procedures creating a classification system based on legal status, gender, age, behavior, information concerning present offense, current and prior detention history, medical condition, mental health, and other criteria designed to provide for the protection and safety of juveniles, staff and the community. In addition, the classification system shall identify specific criteria for the exclusion of juveniles from being housed in dormitories under s. DOC 346.14 (3) or double cells under s. DOC 346.15.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.11 Contact.** (1) There may be no physical or visual contact between juveniles and adult inmates in a juvenile detention facility.

(2) There may be no sustained sound contact between juveniles and adult inmates in a juvenile detention facility.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.12 Release.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the release of juveniles from custody, including all of the following components:

(1) Verification of identity of juvenile.

(2) Verification of authority to release.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

### Subchapter III — Physical Plant

**DOC 346.13 Construction plans.** (1) A county which intends to build or remodel a facility shall do all of the following:

(a) Submit a letter of intent to the department before design development begins.

(b) Submit the facility program to the department for review and comment. The facility program shall include the following:

1. A statement of the facility mission and goals.

2. A description of needed spaces in terms of size, features and their relationship to one another.

3. Staff estimates.

4. Construction cost estimates.

(c) Submit the design development documents to the department for review and comment.

(d) Submit to the department for review and approval, two complete sets of construction plans of the facility.

(e) Ensure that the construction plans are approved by the department of safety and professional services for compliance with state building code.

(2) The county may publish the bid documents only after receiving the department's approval of the construction plans.

(3) Upon review and approval the department shall return to the county one set of construction plans and retain the second set for department records. The department shall return unapproved construction plans.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10; correction in (1) (e) made under s. 13.92 (4) (b) 6., Stats., Register January 2012 No. 673.

**DOC 346.14 Physical environment.** (1) JUVENILE HOUSING. (a) Each juvenile shall have a separate bunk or bed in a cell which meets the requirements of sub. (2) or s. DOC 346.15, or in a dormitory which meets the requirements of sub. (3). A facility may not exceed its rated bed capacity.

(b) The total number of juveniles housed in double cells under s. DOC 346.15 and in dormitories under sub. (3) may not exceed 75% of the rated bed capacity of the facility.

(2) CELLS. (a) Except if s. DOC 346.15 applies, all cells for juveniles in a facility shall be designated and used for single occupancy only.

(b) Unless s. DOC 346.15 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 s. DOC 346.15 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 which are bracketed to the wall or bolted to the floor.

5. Unless s. DOC 346.15 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) 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% of the rated bed capacity of the juvenile detention facility.

(e) If, based on all the criteria under s. DOC 346.10, 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.

**(4) 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 which are accessible to juveniles.

**(5) 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.

**(6) 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 or 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.

**(7) NATURAL LIGHTING.** Cells under sub. (2) and s. DOC 346.15 and dormitories under sub. (3) 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.

**(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 5½ 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.

**(9) 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.

**(10) 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.

**(11) CLASSROOM SPACE.** For juvenile detention facilities which are constructed or substantially remodeled after November 1, 2010, there shall be classroom space designed in conformity with local or state educational requirements.

**(12) 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.

**(13) 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 346.04 shall contain policies and procedures for the safe and secure use of outdoor recreational space.

**(14) 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.

**(15) VISITING SPACE.** Sufficient space for visitation shall be provided.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10; correction to numbering of (2) (c) 6, made under s. 13.92 (4) (b) 1., Stats., Register October 2010 No. 658; correction in (7) made under s. 13.92 (4) (b) 6., 7., Stats., Register January 2012 No. 673.

**DOC 346.15 Double ceiling.** (1) A juvenile detention facility may use cells for double occupancy. This section does not apply to a juvenile portion of a county jail.

(2) If a juvenile detention facility determines based on all the criteria under s. DOC 346.10 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 346.10 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.

(3) In addition to the requirements for single occupancy cells under s. DOC 346.14 (2) and before a cell may be used for double occupancy, all of the following conditions shall be met:

(a) *Minimum floor area.* 1. In juvenile detention facilities which were 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.

2. In juvenile detention facilities which 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.

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

(b) *Receiving cells.* Receiving cells may not be used for double occupancy.

(c) *Single occupancy cells.* Each juvenile detention facility shall maintain a minimum of 2 cells which are designed and used for single occupancy only.

(d) *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.

(e) *Clothing hooks.* Each cell shall contain a minimum of two nonremovable, collapsible, detention strength clothing and towel hooks for each occupant.

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

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.16 Fire protection.** (1) The operational plan under s. DOC 346.04 shall contain policies and procedures relating to fire protection and evacuation, including evacuation of persons with disabilities and appropriate training of staff. The policies and procedures shall comply with local fire department recommendations.

(2) The evacuation plan shall be posted in a conspicuous place for staff to view.

(3) The facility shall have and shall properly maintain fire alarms, smoke and thermal detectors, and fire extinguishers. The facility shall place this equipment in accordance with the advice of the local fire department.

(4) All staff shall be trained in the proper use of the equipment in sub. (3) and in emergency rescue and evacuation procedures. Documentation of such training shall be maintained in the facility files.

(5) There shall be fire inspection services at least annually with documentation of such inspection in facility files.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.17 Sanitation.** (1) **FOOD SERVICE.** (a) No person who is known to be infected with a disease in a form that is communicable by food handling may be employed or work as a food handler in a facility. If the superintendent suspects that a person has a communicable disease that may be transmitted by food handling, the superintendent shall exclude the person from working with food and, in the case of a reportable communicable disease defined under s. DHS 145.03 (4), shall notify the local health authority immediately.

(b) No person may use tobacco in food storage or food preparation areas, or while serving food.

(c) 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. Particular attention shall be given to the cleaning of fingernails.

(d) Adequate and convenient hand washing facilities shall be provided for use by persons working in food services areas, including hot and cold running water, soap and approved sanitary towels. Use of a common towel is prohibited.

(e) All milk and milk products served shall be pasteurized and shall be from sources certified as grade A.

(f) No spoiled or contaminated food may be used.

(g) All raw vegetables, fruits and poultry shall be thoroughly washed in clean water.

(h) All purchased meats and poultry shall be from sources that are subject to federal or state inspection.

(i) All ice used for cooling drinks or food by direct contact shall be from a safe public water supply and stored and handled to prevent contamination.

(j) Food shall be prepared by methods that conserve nutritive value, flavor and appearance.

(k) Food shall be covered or protected when in transit.

(L) Food and drink shall be stored in a clean, well-ventilated place protected from insects, dust, vermin, overhead leakage, sewage backflow and other contamination.

(m) Staple foods and bulk supplies of flour, sugar and similar ingredients shall be stored in metal or plastic containers with tight-fitting covers once the original container is opened.

(n) Food shall be stored at least 6 inches above the floor on clean surfaces to permit cleaning underneath and to protect from splash and other contamination.

(o) All readily perishable foods, except when being prepared or served, shall be refrigerated at or below 40° F.

(p) Dishes, glassware, utensils and other food use or service equipment shall be stored in an area protected from contamination.

(q) Tables, cooking and working surfaces and food contact surfaces of equipment, including multi-use utensils, shall be thoroughly cleaned and sanitized after each usage.

(r) The walls, floors and ceilings of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed shall be kept clean and in good repair.

(s) Ventilation fans, oven hoods and ducts shall be kept clean and free of grease.

(t) Animals shall be kept out of the kitchen, pantry or places where food is handled or prepared.

(u) All garbage and kitchen refuse which is not disposed of through a garbage disposal unit connected with the sewerage system shall be kept in leak-proof, nonabsorbent containers with close-fitting covers in areas separate from those used for preparation and storage of food. The contents shall be removed as often as necessary to prevent decomposition and overflow. Garbage containers shall be reasonably clean and show no evidence of accumulated grease of longstanding.

**(2) UTENSIL CLEANING.** (a) In manual washing, dishes and utensils shall first be pre-washed and then shall be washed in hot water at a temperature of at least 100° F, containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing it frequently. Sanitizing all utensils following hand washing shall be done by one of the following:

1. Submerging all utensils for 30 seconds in clean water maintained at a temperature of 170° F or more.

2. Submerging all utensils for rinsing in hot water at a minimum temperature of 100° F to remove soap or detergent, then submerging for at least 2 minutes in a hypochlorite solution with a chlorine solution concentration of at least 100 parts per million. A different chemical sanitizing solution may be used if approved by the department. Soaps, water softeners, washing compounds and detergents shall not be added to sanitizing solutions. All utensils shall be air-dried after sanitizing.

(b) Mechanical washing of utensils shall be done as follows:

1. Utensils shall be stacked in racks or trays so as to avoid overcrowding and in such a manner as to ensure complete washing contact with all surfaces of each article.

2. The wash water temperature of utensil washing machines shall be held from 130° F to 150° F.

3. A detergent shall be used in all washing machines.

4. For sanitizing in a spray-type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature in the supply line of the machine of at least 180° F. For sanitizing in an immersion-type machine, dishes shall be submerged for 30 seconds or more with the water at the temperature of 170° F or more. There shall be a constant change of water through the inlet and overflow.

5. Thermometers shall be located in both the wash compartment and rinse water line, in such locations as to be readily visible. Thermostatic control of the temperature of the rinse water shall be provided in new equipment.

6. The pressure of the water used in the spray washing and rinsing shall be 15 to 25 pounds per square inch at the machine nozzles.

7. Utensils shall be allowed to air-dry in racks or on drain-boards.

**(3) INSECT AND RODENT CONTROL.** (a) All outside openings shall be covered with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained to prevent entry of insects. Screen doors shall be self-closing.

(b) All means necessary for the elimination of vermin shall be used.

(c) All poisonous compounds used in the extermination of rodents or insects shall be clearly labeled as poisons. Poisonous compounds shall be stored in a locked area separate from food, kitchenware, and medications.

(d) Poisonous or toxic materials may not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to juveniles, staff or other person, or in a way that is not in full compliance with the manufacturer's labeling.

**(4) WATER SUPPLY.** All water shall be obtained from a safe public water source.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

## Subchapter IV — Staffing

**DOC 346.18 Employment practices.** Employment practices of each facility shall be in compliance with subch. II of ch. 111, Stats., the equal employment opportunity act of 1972 (42 USC 2000e - 2000e - 17) and s. DHS 5.07 (1).

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.19 Job descriptions.** There shall be written job descriptions kept on file for all staff and prior employment references shall be verified and documented in the employee's personnel record.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.20 Health qualifications for employment.** Staff shall receive a medical examination by a physician at the time of initial employment. Personnel records shall contain verification of the medical examination.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.21 Education and training. (1)** Within the first 30 days of employment, all security staff shall receive at least 40 hours of orientation training which shall be documented in the employee's personnel record and which shall include but not be limited to the following:

(a) Facility policies and procedures.

(b) Information on the administrative rules governing secure detention of juveniles.

(c) First aid, the use of emergency equipment, and medical screening.

(d) Supervision and control of juveniles.

(e) Suicide prevention, mental health and crisis intervention.

(f) Health screening and care and medications.

(g) Use of restraints and control devices.

(h) Communications skills.

**(2)** Officers shall receive at least 8 hours of annual training on the care and custody of juveniles, suicide prevention, mental health, crisis intervention, medications, health screening at the time of admission, and use of restraints and control devices.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.22 Staffing plan in juvenile detention facilities. (1)** The superintendent of a juvenile detention facility shall submit to the department for approval a staffing plan which specifies methods by which adequate staffing will be provided to ensure the health, safety and welfare of the juveniles.

**(2)** In juvenile detention facilities:

(a) There shall be at least one officer on duty at all times in each living area where juveniles are present.

(b) There shall be no less than one officer supervising a maximum of 15 juveniles in the living area. Additional officers shall be available at all times as back up.

(c) There shall be no less than 2 officers on duty in the facility at any time when juveniles are present and at least one of those officers shall be in the living area. In a facility that is co-located with a county jail the superintendent may substitute for the second officer an officer whose duties do not include the supervision of adult inmates.

(d) An officer of the same gender as the juveniles being admitted or held in custody shall be on duty in the living area.

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

(3) Staff may not accept any gift or gratuity from a juvenile or juvenile's family.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

### Subchapter V — Health Care

**DOC 346.23 Health screening and care.** (1) The facility shall provide necessary medical and mental health care and emergency dental care while the juvenile is in custody. Consent of a juvenile's parent, guardian or legal custodian shall be required for treatment, except in the event of an emergency during which a parent, guardian or legal custodian is not available.

(2) The facility shall review the current health of every juvenile admitted to the facility in accordance with all of the following:

(a) The facility shall perform health screening upon admission.

(b) The facility shall use a health screening form which has been developed in conjunction with health care professionals.

(c) The health screening form shall be designed to obtain health information, including the juvenile's medical, mental, and dental condition, current medications, medical illnesses or disabilities, mental illnesses, developmental disabilities, substance abuse problems, and suicide risk.

(3) The operational plan under s. DOC 346.04 shall contain policies and procedures for juvenile health care, including all of the following components:

(a) The names of staff who are designated with the authority to make health care decisions, including emergency medical and dental care.

(b) The completion of health screening in a manner which ensures the privacy of a juvenile and confidentiality of information.

(c) Names, addresses and telephone numbers of health care professionals who provide emergency and other health care services, including counseling, shall be listed and available to staff.

(d) Referral of juveniles to health care professionals or to agencies which provide health care or counseling at the time of admission and throughout the period of detention.

(e) Provision of non-emergency health care, including use of a juvenile's personal physician.

(f) A schedule of access to routine health care which is provided to juveniles.

(g) Submission, processing, and disposition of requests for health care by juveniles.

(h) Provision of a special diet if ordered by a health care professional.

(4) The superintendent shall maintain agreements with health care professionals.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.24 Medications.** (1) The operational plan under s. DOC 346.04 shall contain policies and procedures developed in consultation with health care professionals, relating to the

control, administration, and delivery of prescription and nonprescription medications, including all of the following components:

(a) Process by which security staff or health care professionals verify and determine the necessity of medications brought in by juveniles or other persons for a juvenile.

(b) Process for continuing administration of verified medications.

(c) Process for the inventory and secure storage of all medications brought into the facility.

(d) Consent of a juvenile's parent, guardian or legal custodian shall be required for treatment, except in the event of an emergency during which a parent, guardian or legal custodian is not available.

(e) Administration or delivery of prescription and nonprescription medications to juveniles, including identification of staff authorized by the facility to do so.

(f) Documentation of the administration or delivery of medication to a juvenile. The documentation shall include the type and dosage of medication, the name of the practitioner who prescribed the medication, the name of the person who administered or delivered the medication, the date and time of administration or delivery, and any refusal by a juvenile of recommended or prescribed medications.

(g) Return or disposal of a juvenile's unused medications inventoried upon admission or unused non-facility provided medications received by the juvenile after admission.

(h) Inventory and disposal of unused facility provided medications upon the juvenile's release.

(i) Delivery of insulin for juveniles who are insulin dependent diabetics.

(2) Drugs requiring parenteral administration shall be prescribed by a practitioner as defined under s. 961.01 (19), Stats., and administered by a health care professional, except juveniles who are insulin dependent diabetics may be permitted to self-administer insulin injections.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.25 Communicable disease control.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the care, treatment and supervision of juveniles who may have communicable diseases, including all of the following components:

(1) Provision of treatment and supervision of juveniles during isolation or quarantine under s. 252.06 (6) (b), Stats.

(2) Documentation of the need for isolation or quarantine under s. 252.06 (6) (b), Stats., in the juvenile's confidential medical file.

(3) Provision of laboratory screening for juveniles who may have been exposed to a communicable disease, if ordered by a health care professional.

(4) Screening for tuberculosis shall be performed on all juveniles in custody for more than one week if ordered by a health care professional. Separate parental consent is not required for ordered tuberculosis screening.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.26 Suicide prevention.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the supervision and housing of juveniles who may be at risk of seriously injuring themselves, including all of the following components:

(1) Assessment of a juvenile's suicide risk at admission and documentation of the results.

(2) Designation of security staff or health care professionals who may assess a juvenile's level of suicide risk and who may authorize placement on or removal from a suicide watch status for juveniles who are suicide risks.

(3) Identification of areas within the facility where juveniles who are suicide risks shall be housed.

(4) Referral of juveniles who are suicide risks to a mental health professional.

(5) Documentation of observation of juveniles under s. DOC 346.44.

(6) Communication between health care professionals and security staff regarding the status of a juvenile who is a suicide risk.

(7) Intervention of a suicide in progress, including first aid measures.

(8) List of persons to be notified in case of potential, attempted or completed suicides.

(9) Documentation of actions and decisions regarding juveniles who are suicide risks.

(10) Annual training plan for officers and other staff.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.27 Crisis intervention.** The operational plan under s. DOC 346.04 shall contain policies and procedures for the provision of professional services for a juvenile displaying mental distress, including withdrawal, uncontrolled emotions or self-destructive behavior.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.28 Medical records.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to medical records of juveniles, including all of the following components:

(1) Juvenile medical records shall be kept separate from other records, including custodial and adult records, and shall be maintained in a confidential manner in accordance with ss. 51.30, 146.82, and 252.15, Stats., and other applicable state or federal laws.

(2) Records shall be maintained in locked storage and accessible only by designated staff.

(3) No person except those authorized under s. 51.30 or 146.82, Stats., or other applicable state or federal law may have access to information in the records or be permitted to inspect the records.

(4) Whenever a person is allowed access to a juvenile's confidential medical record, a notation shall be made in the file which includes the person's name, date of access and authorization for access.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.29 Nutrition.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the nutrition of juveniles, including all of the following components:

(1) The facility shall provide nutritious and quality food for all juveniles. Menus shall satisfy generally accepted nutritional standards.

(2) Milk shall be offered as a beverage at every meal.

(3) A juvenile may abstain from any foods that violate the juvenile's religion. Consistent with available resources, the facility shall provide a substitute from other available foods from the menu served at the meal. The substitutions shall be consistent with sub. (1).

(4) Daily menus of food actually served shall be kept on file for at least 60 days and shall be made available to the department upon request.

(5) Menus and portion sizes shall be reviewed at least annually by a dietitian to ensure compliance with nationally recommended food allowances. Reports shall be available to the department upon request.

(6) Supplementary food or modified diet, as ordered by a physician, shall be provided for those juveniles who have special needs.

(7) A minimum of 3 meals, 2 of which are hot, shall be provided at regular meal times during each 24 hour period with no more than 14 hours between the evening meal and breakfast. Provided basic nutritional standards are met, the superintendent may permit variations based on weekend and holiday food service demands.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

## Subchapter VI — Resources for Juveniles

**DOC 346.30 Personal hygiene.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the personal hygiene of juveniles, including all of the following components:

(1) Toilet articles sufficient for the maintenance of cleanliness and hygiene, including but not limited to, toothpaste and toothbrush, soap, comb, toilet paper, shampoo, shaving materials, and feminine hygiene materials shall be provided. There shall be no common use of these items.

(2) Juveniles shall be permitted to shower on a daily basis.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.31 Personal property.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the inventory, storage and return of a juvenile's personal property, including all of the following components:

(1) Items of personal property, including money, which are taken from the juveniles shall be listed in writing, stored in a safe place and returned to the juvenile upon release. Each juvenile and an employee shall sign the written property list at the time of admission and release. If a juvenile cannot or will not sign the property list, a written notation to that effect shall be placed on the list and verified by one witness.

(2) Provision for the possession of authorized personal property.

(3) Provision for the return of juvenile's property.

(4) Provision for the disposal of unclaimed or unauthorized property.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.32 Clothing and linen.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to the clothing and linen which a juvenile is permitted to have, including all of the following:

(1) CLOTHING. All of the following shall be provided:

(a) A set of clean clothing if juveniles are not allowed to wear their personal clothing.

(b) Clean undergarments which shall be issued daily.

(c) Clean outer garments which shall be issued a minimum of twice weekly.

(2) LINEN. All of the following shall be provided:

(a) A clean and sanitized, fire-retardant mattress and pillow, including integrated units, which shall be kept clean and in good repair.

(b) Two sheets or one sheet and one mattress cover and pillowcases, which shall be exchanged and cleaned weekly.

(c) A towel and washcloth, which shall be exchanged and cleaned twice weekly.

(d) A clean, fire-retardant blanket, which shall be laundered monthly and before reissue to another juvenile.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.33 Mail.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to written contact between juveniles and their families, friends, attorneys,



the court system, governmental officials and others, including all of the following components:

(1) The amount of mail a juvenile may send or receive may not be limited unless the reasons for such limitation are documented in the juvenile's record.

(2) Privileged correspondence may not be limited.

(3) Mail to the juvenile shall be delivered on the same day that it is received at the facility.

(4) Appropriate writing materials shall be provided to juveniles upon request.

(5) Postage for a minimum of 2 non-privileged letters a week shall be provided for each juvenile. Postage for privileged correspondence may not be limited.

(6) Incoming privileged mail may be opened and inspected in the presence of the juvenile to whom the mail is addressed. Privileged mail may not be read.

(7) Juveniles shall be provided notice upon admission that their non-privileged incoming letters and packages may be inspected for contraband.

(8) Provision for staff inspection and reading of non-privileged incoming and outgoing mail.

(9) Juveniles shall be notified of confiscated mail.

(10) Mail which is confiscated shall be inventoried. Confiscated mail shall be returned to the sender, disposed of, or delivered to the juvenile upon release. A record of confiscated mail shall be maintained and include the names of the sender and receiver, the dates of receipt and disposition, and the reasons for confiscation and disposal.

(11) Cash, checks or money orders shall be receipted, inventoried and credited to the juvenile's account or placed in the juvenile's secured property.

(12) Mail addressed to a released juvenile shall be forwarded unopened to the juvenile or returned to the sender or post office if no forwarding address is available.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.34 Telephone.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to juvenile access to the telephone, including all of the following components:

(1) Upon admission, the juvenile shall be given an opportunity as soon as possible to make a minimum of 2 telephone calls to his or her parents, legal guardians, foster parents, custodians or legal counsel.

(2) Other than those under sub. (1), a juvenile shall be given the opportunity to make telephone calls to his or her parents, legal guardians, foster parents, custodians or legal counsel, based on the facility's schedule, telephone availability, and personnel constraints. Reasons for limiting access to the telephone shall be documented.

(3) A juvenile shall be allowed to make at least one 10-minute telephone call to a family member every 24 hours.

(4) Provision for a juvenile to receive personal telephone calls or messages from parents, legal guardians, foster parents, custodians or legal counsel.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.35 Visitation.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to visitation, including all of the following components:

(1) Family visits are of primary importance and shall be allowed on a daily basis. Each facility shall provide for family visits during designated hours. Visiting hours shall be designated during both the day and evening with a minimum of 3 hours before 5:00 p.m. and 2 hours after 5:00 p.m.

(2) Clergy, teachers, mental health professionals, social workers and legal counsel shall be permitted to visit at reasonable times. These visits may not be subject to any physical barriers and shall be free from audio monitoring.

(3) The superintendent may authorize persons in addition to those listed in subs. (1) and (2) to visit a juvenile.

(4) The number of visitors a juvenile may receive and the length of visits may be limited only as required by the facility's schedule, space availability and personnel constraints or when there are documented reasons to justify such limitations. Family visiting time may not be scheduled for less than 30 minutes.

(5) Visitors shall be required to register upon entry into the facility.

(6) Establishment of a search policy of visitors and their possessions.

(7) A superintendent may permit contact visiting based on security needs and physical plant.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.36 Programming.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to programming for juveniles, including the following components:

(1) Juveniles shall be out of their cells a minimum of 12 hours per day, except for discipline, medical, behavioral, investigative or lockdown reasons.

(2) If a juvenile is not out of his or her cell for a minimum of 12 hours each day, facility staff shall document in writing the reasons for the increased cell time.

(3) On weekdays other than legal holidays, a minimum of 6 hours of the out-of-cell time under sub. (1) shall be time spent in structured group or individual activities, including education, exercise, recreation, and, as appropriate, family counseling or drug and alcohol counseling. On weekends and legal holidays, a minimum of 3 hours of the out-of-cell time under sub. (1) shall be time spent in structured activities which may include visitation, recreation, exercise and housekeeping.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.37 Education.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to educational programming for juveniles, including all of the following requirements:

(1) Superintendents shall ensure that juveniles have access to education, as provided by the school district in which the facility is located.

(2) Superintendents shall notify the school district in which the facility is located when juveniles are present in the facility.

(3) Superintendents shall cooperate with the school district in which the facility is located in the implementation of an educational program.

(4) Superintendents shall communicate to the department of public instruction significant concerns regarding adequacy of educational programming within facilities.

(5) Superintendents shall document on a daily basis all of the following:

(a) Number of hours of instruction by a teacher.

(b) Number of juveniles receiving instruction.

(c) Names of juveniles who refused to participate in education.

(d) Names of juveniles who were unable to participate and the reasons for the inability.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.38 Reading materials.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to access to reading materials, including the following components:

(1) Reading materials of general interest, such as books, newspapers and magazines, shall be provided.

(2) Reading materials which are prohibited for juveniles because their content creates a security risk shall be identified.

(3) Inspection of reading materials brought by visitors for juveniles if the facility allows visitors to bring in reading materials.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.39 Recreation and exercise.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to recreation and exercise for juveniles, including the following components:

(1) Juveniles shall have access to leisure time supplies and activities unless use of these materials is restricted for disciplinary or security reasons.

(2) Each juvenile shall be provided an opportunity to participate in at least one hour of large muscle or cardiovascular physical exercise per day.

(3) Superintendents shall document on a daily basis the names of juveniles who do not participate in recreation or exercise and the reason for nonparticipation.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.40 Religion.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to religious programming, including the following components:

(1) Juveniles shall have the right to religious ministrations and sacraments as provided in s. 301.33, Stats.

(2) Juveniles shall be given an opportunity to request access to clergy. Facilities shall document requests and their disposition.

(3) Juveniles shall be notified of the schedule of religious services available in the facility and of religious organizations and clergy willing to conduct religious services in the facility.

(4) The superintendent shall provide to a juvenile a Bible, Quran, or other religious text upon request under s. 301.33, Stats.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.41 Uncompensated work assignments.** Juveniles 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.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.42 Volunteers.** If a facility uses volunteers, the operational plan under s. DOC 346.04 shall contain policies and procedures relating to the use of volunteers, including recruitment and selection, training and orientation, supervision and evaluation, duty and responsibility assignments, and termination.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.43 Canteen.** If a facility provides canteen, vending or other similar services for juveniles, the operational plan under s. DOC 346.04 shall contain policies and procedures for use of the service. If there is a canteen, regular accounting procedures shall be followed.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

## Subchapter VII — Security

**DOC 346.44 Observation of juveniles.** (1) All areas occupied by juveniles shall be physically observed at irregular intervals to ensure the custody, safety and welfare of the juveniles.

(2) At a minimum, officers shall physically observe each juvenile at irregular intervals according to the following schedule:

(a) Juveniles in behavioral segregation, discipline and control, suicide watch or other special needs status at least every fifteen minutes.

(b) Juveniles in receiving cells or holding rooms at least every fifteen minutes.

(c) Except as provided in par. (a) or (b), juveniles in general population or administrative segregation at least every thirty minutes.

(3) Each observation shall be documented.

(4) Closed circuit television is not a substitution for physical observations by officers.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.45 Searches.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to searches to ensure the safety and security of the facility, juveniles, staff, or public, including all of the following components:

(1) Search of facility premises.

(2) Search of the living quarters of juveniles, including their personal property.

(3) Searches of juveniles.

(4) Searches of visitors.

(5) Searches of professional staff.

(6) Searches of volunteers.

(7) Searches of staff.

(8) Strip searches may be conducted only in accordance with s. 968.255 (2) and (3), Stats.

(9) Searches may not be conducted as a disciplinary measure.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.46 Security practices.** (1) There shall be at least 3 complete sets of secure area and fire escape keys, one set in use, one set stored in a safe place which is accessible only to staff workers for use in an emergency and one set stored in a secure place outside the confinement area.

(2) There shall be an accurate record of the location of all keys.

(3) All staff workers shall be given instructions concerning the use and storage of the keys and shall be held strictly accountable for keys assigned to them.

(4) All staff workers shall be familiar with the locking system of the secure area and able to release juveniles promptly in the event of a fire or other emergency.

(5) The superintendent shall ensure that monthly inspections are made to determine if cell, dormitory and fire escape locks are in good working order. The inspections shall be documented.

(6) An approved security door with security glass observation openings shall be provided for locked entrances into all confinement rooms and areas.

(7) Any damage to the facility which compromises safety or security shall be promptly and securely repaired.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

## Subchapter VIII — Discipline

**DOC 346.47 Discipline.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to discipline of juveniles, including all of the following components:

(1) At the time of admission, each juvenile shall be notified verbally and provided with a copy of the rules of behavior required in the facility and the potential disciplinary actions imposed for violation of the rules. Copies of the rules shall be posted in conspicuous places.

(2) Documentation of a rule infraction and any disciplinary action shall be made part of the juvenile's record as required under s. DOC 346.06.

(3) Disciplinary action shall be determined on an individual basis. Group discipline for the misbehavior of one juvenile is prohibited.

(4) No juvenile may be given authority over another juvenile or be involved in taking disciplinary action against another juvenile.

(5) The following sanctions shall be allowed as disciplinary actions:

(a) Cell confinement, except that cell confinement for 6 hours or more shall not occur unless the juvenile is first given a disciplinary hearing in accordance with s. DOC 346.48. Supervisory personnel shall review cell confinement of less than 6 hours.

(b) Restriction of privileges, including use of radio, television, leisure time materials or canteen, provided that procedures under sub. (6) are followed. Restriction on opportunities for religious worship, food or special dietary requirements, sleep, access to attorneys, courts, legislators, mental health personnel or social workers, and basic health and sanitation requirements is prohibited.

(c) Restriction of family visits, telephone, education, non-privileged mail and exercise when the restriction is directly related to a violation of rules concerning these activities, provided that the procedures under sub. (6) are followed.

(6) A juvenile's privileges may be restricted for a rule violation after the juvenile is given an opportunity to explain the circumstances of the alleged violation. A supervisor shall review the rule violation and restriction within 24 hours. The supervisor's review shall include an opportunity for the juvenile to explain the circumstances of the alleged violation.

(7) A juvenile may not be disciplined by corporal or unusual punishment, intentional humiliation, mental abuse, interference with the daily functions of living, the use of chemical agents, the use of restraints such as handcuffs or shackles, or by placement in a cell designed for the administrative or disciplinary segregation of adults.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.48 Disciplinary hearings.** The operational plan under s. DOC 346.04 shall contain policies and procedures relating to disciplinary hearings, including all of the following components:

(1) Whenever cell confinement of 6 hours or more is proposed as a disciplinary measure, the juvenile shall be given a disciplinary hearing. Notice of the hearing and specific charges shall be given at least 12 hours prior to the hearing unless the notice is waived by the juvenile. The juvenile shall be advised of the following rights:

(a) The right to request the presence of available material witnesses.

(b) The right to have the facility provide a staff advocate or adequate substitute to assist the juvenile in responding to the charges.

(2) The disciplinary hearing shall be held before an impartial hearing officer or committee within 24 hours of receipt of the written notice by the juvenile.

(3) At the hearing, the juvenile or the juvenile's representative shall be entitled to call witnesses and present documentary evidence which are material to the determination of the facts of the alleged violation.

(4) No later than 24 hours after the hearing, the hearing officer shall issue a written decision and instructions for possible appeal to the superintendent.

(5) A juvenile may waive the right to a disciplinary hearing in writing at any time. A waiver does not constitute an admission of the alleged violation.

(6) A juvenile may appeal the decision of the hearing officer to the superintendent within 24 hours of receipt of the decision.

(7) The superintendent shall issue a written decision no later than 24 hours after receipt of an appeal under sub. (6).

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.49 Control.** The operational plan under s. DOC 346.04 shall contain policies and procedures for the control of juveniles, including all of the following components:

(1) **CELL CONFINEMENT.** (a) If a juvenile's behavior presents a serious risk of harm to self or others or if a juvenile presents a serious risk to security, the juvenile may be confined to his or her own cell for purposes of control and shall be referred to health care professionals as soon as possible if appropriate. The juvenile shall be released as soon as the danger has ended. Cell confinement for control for more than one hour shall require the approval of the superintendent or designee. If the juvenile is held in cell confinement for more than one hour, the superintendent or designee shall personally visit the confined juvenile before the juvenile has been confined for 6 hours, excluding hours between 8:00 p.m. to 7:00 a.m., and at least once every 6 hours thereafter until the juvenile is released from cell confinement. Documentation of cell confinement and required approvals shall be made a part of the juvenile's record.

(b) A juvenile may be confined to his or her own cell for discipline or control only as follows:

1. There may be no additional loss of privileges, and reading, recreational and educational materials shall be provided unless there is reason to believe that these materials will be damaged or their presence presents a danger to the juvenile.

2. No juvenile may be placed in cell confinement for more than 24 consecutive hours without medical authorization based on a finding that further confinement will not harm the juvenile.

3. A written or electronic log of cell confinements shall be recorded and maintained.

4. A juvenile may not be placed in confinement in a cell designed for the administrative or disciplinary segregation of adults.

(2) **USE OF RESTRAINTS AND CONTROL DEVICES.** (a) Instruments of restraint, such as handcuffs, leg irons, restraint chairs, and straight jackets may not be applied as treatment or punishment. Restraints and control devices may only be used with the approval of the superintendent for prevention of escape during transfer, for medical reasons by direction of a health care professional, or to prevent juvenile self-injury, injury to others, or property damage.

(b) Instruments of restraint may not be applied for more time than is necessary to achieve the purposes under par. (a).

(c) Staff shall examine restraints and other control devices to assure proper use and operation. Staff shall not use restraints or other control devices which are defective or excessively worn.

(d) Documentation of use of restraints and control devices shall include the reason for and duration of use.

(e) Officer and other staff shall receive training on the use of restraints and control devices under s. DOC 346.21 (2).

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

## Subchapter IX — Juvenile Portion of a County Jail

**DOC 346.50 Admission criteria for juvenile portions of county jails.** Juveniles may be admitted to a juvenile portion of a county jail under s. 48.209 or 938.209, Stats., only subject to the following:

(1) Juveniles may be held in a juvenile portion of a county jail for a maximum of 24 hours, not including weekends or holidays, except juveniles 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) Juveniles may be held only for the purposes of identification, processing, and to arrange for release to parents or transfer to juvenile court officials or juvenile shelter or detention facilities. Any holding of juveniles 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 juvenile portion of a county jail, unless they are currently only under juvenile court jurisdiction under ch. 938 or 48, Stats.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.51 Juvenile justice and delinquency prevention act.** A juvenile portion of a county jail may be used to hold juveniles only as permitted by 42 USC 5601 to 5761 and 28 CFR Part 31.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.52 Contact.** (1) There may be no physical or visual contact between juveniles and adult inmates in the juvenile portion of a county jail.

(2) There may be no sustained sound contact between juveniles and adult inmates in the juvenile portion of a county jail.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.53 Existing facilities.** Existing juvenile portions of a county jail shall continue to meet the physical requirements for adult jails established in ch. DOC 350.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.

**DOC 346.54 Staffing plan in a juvenile portion of a county jail.** (1) No officer providing supervision to juveniles may be responsible for the supervision of more than 30 individuals.

(2) No officer responsible for supervision of juveniles may during the same time period have responsibility for radio or dispatch duties.

(3) An officer of the same gender as the juveniles 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 juvenile is confined.

**History:** CR 09-039: cr. Register October 2010 No. 658, eff. 11-1-10.