

12 COMMUNITY NOTIFICATION

OVERVIEW OF CHAPTER CONTENTS

PRIMARY TOPICS COVERED IN THIS CHAPTER (READ ACROSS)

- Legal Basis for Community Notification
- Circumstances Requiring Notification
- Release/Administrative Transfer to the Community
- Local Agencies To Be Notified
- Timely Notification
- Termination of Supervision

FORMS DISCUSSED IN THIS CHAPTER

- Juvenile Release Authorization (DOC-1788)
- Notice of Discharge of Youth from JCI (DOC-1630)
- Notice of Release/Transfer of Youth to Community (DOC-1627)
- Notice of Release of Youth from Community Supervision (DOC-1626)

All forms above must be completed in the appropriate JJIS screen, but for DOC-1788 which is available in MyDOC via the Forms link. CMM holders may access and print a copy of DOC-1788 to place in the CMM.

LEGAL BASIS FOR COMMUNITY NOTIFICATION

S. 938.51, STATS.

Section 938.51, Stats., requires DOC to make a reasonable attempt to notify certain community agencies at least **15 days prior to a youth's departure from a JCI, certain movements while in the community, and of termination of DJC supervision.** Section 938.51, Stats., only permits notification of the youth's name, date of release/transfer/discharge/expiration, and the type of placement.

S. 938.78, STATS.

Section 938.78, Stats., allows DOC to disseminate additional information to certain community agencies. That information is included on the notification forms used by DOC: Notice of Release/Transfer of Youth to Community Supervision (**DOC-1627**), Notice of Discharge of Youth from Secured Correctional Facility (**DOC-1630**), and Notice of Release of Youth from Community Supervision (**DOC-1626**).

LOCAL AGENCIES TO BE NOTIFIED

- Law enforcement (county sheriff and local police department)
- School district
- County departments of human/social services under ss. 46.215, 46.22, 46.23, 51.42 and 51.437, Stats.

CIRCUMSTANCES REQUIRING COMMUNITY NOTIFICATION

- Release or transfer of a youth from a JCI to community supervision
- Administrative discharge or expiration of commitment of a youth from a JCI
- Administrative discharge or expiration of commitment of a youth on community supervision

TIMELY NOTIFICATION

GENERAL

In all cases, designated staff must make reasonable efforts to obtain the date of the youth's return to the community or change in legal status date in a timely manner in order to comply with the legal requirement that certain agencies receive notice at least 15 days before the youth leaves a JCI or ends correctional supervision. [s. 938.51, Stats.]

EXCEPTION

When DJC staff cannot comply with the 15 day requirement, he or she makes a **notation in the youth's file and obtains supervisory approval to issue the notice less than 15 days** prior to youth's movement or change in status (discharge from supervision). The appropriate document must be issued no less than 5 days (excluding weekends and holidays) prior to the movement of the youth or change in the youth's status.



RELEASE/TRANSFER FROM A JCI TO THE COMMUNITY

RESPONSIBILITIES OF AGENT

-  Complete the Juvenile Release Authorization (**DOC-1788**) as soon as the youth's movement date is known.
-  Send DOC-1788 to the OOA in a timely manner to enable the OOA to complete and distribute Notice of Release/Transfer of Youth to Community Supervision (**DOC-1627**) to community agencies at least 15 days prior to the youth's movement out of the JCI.

RESPONSIBILITIES OF THE OOA

-  **Complete** the DOC-1627 in JJIS upon receipt of the DOC-1788.

Note: The OOA is not responsible for completing the DOC-1627 in a timely manner if the agent fails to forward the DOC-1788 or other notice at least 15 days prior to departure of the youth from the JCI.

-  Forward the DOC-1627 to the **local agencies** in the community in which the youth will reside at least 15 days prior to the youth's movement out of the JCI. If county of residence is unknown, send DOC-1627 to committing county.
-  Send a **copy** of DOC-1627 to the committing court, district attorney, OJOR CO, DJC community corrections office, agent and the youth's parent(s) or legal guardian.

TERMINATION OF DJC SUPERVISION

OVERVIEW

In most cases, the expiration date of the youth's commitment is known well in advance. Also, the date of a pending administrative discharge will be known in time to comply with the 15 day community notification requirement. [see Chapter 18]

TERMINATION OF COMMITMENT IN A JCI

Responsibilities of Social Worker

For a youth in a JCI, or in adult prison with a concurrent juvenile commitment, the social worker notifies the OOA, via completion of the Action Needed Request (DOC-1734), well in advance of the expiration of a youth's commitment order or the effective date of an administrative discharge. Completion of the notification should take place in time to permit the OOA to provide its notice at least 15 days prior to the termination of the youth's supervision.

Responsibilities of the OOA



Complete in JJIS, print and mail to the community agencies the Notice of Discharge of Youth from Secured Correctional Facility (**DOC-1630**).



Distribute via email/JJIS of the DOC-1630 to OJOR CO, JCI social worker, DJC community corrections (field) office if youth has a DJC agent, county department and youth's parent(s)/legal guardian.

YOUTH REACHES TERMINATION IN THE COMMUNITY: RESPONSIBILITIES OF AGENT



Complete in JJIS, print and mail to the community agencies the Notice of Release of Youth from Community Supervision (**DOC-1626**) at least 15 days prior to the expiration or discharge date.



Distribute via email/JJIS the DOC-1626 to the OOA, OJOR CO, and youth's parent(s) or legal guardian.