

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.21	Page 1 of 3
	Original Effective Date: 04/17/96	New Effective Date: 08/31/23
	Supersedes: 300.00.21	Dated: 06/07/21
	Administrator's Approval: Sarah Cooper, Administrator – 08/09/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Release to Immigration and Customs Enforcement Detainers		

POLICY

The Division of Adult Institutions shall coordinate with the U.S. Immigration and Customs Enforcement regarding the release of PIOC to immigration detainees.

REFERENCES

Wisconsin Administrative Code Ch. 302 – Inmate Classification, Sentence and Release Provisions

Wisconsin Statutes Ch. 304 – Paroles and Pardons

DAI Policy 500.50.06 – Management of DOC Health Care Records

DEFINITIONS, ACRONYMS AND FORMS

BOCM – Bureau of Offender Classification and Movement

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-15 – Offender Release Authorization

DOC-120 – Security Office and SS ID Card (Face Card)

DOC-172 – Offender Data

DOC-1121 – Notice of Release

DOC-1201 – Order – Parole

DOC-2077 – Health Transfer Summary

DOC-236D – Identification Property Access Record

ICE – Immigration and Customs Enforcement (under the U.S. Department of Homeland Security)

PIOC - Persons in Our Care

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RCI – Racine Correctional Institution

TCI – Taycheedah Correctional Institution

WICS – Wisconsin Integrated Corrections System

PROCEDURE

- I. In preparation of an upcoming release for PIOC with an ICE detainer, Records Office staff shall contact ICE to determine if the PIOC will be taken into custody at the time of release.
- II. PIOC releasing to ICE detainers shall be transferred to RCI/TCI, whenever possible.
 - A. The transfer of a PIOC to RCI/TCI for release to ICE is considered a temporary placement; however, a bed shall not be retained at the sending facility.
 - B. Facility Records Office shall notify the BOCM Transportation Coordinator via e-mail (DOCDAIBOCMTransportation@wisconsin.gov), sending facility's BOCM office, and RCI or TCI Records Supervisor to request PIOC transfer to RCI or TCI for release to ICE.
- III. The Records Office at the sending facility shall be responsible for processing the release and finalizing the Release Plan in WICS with RCI or TCI identified as the releasing facility.
- IV. PIOC property, to include DOC-236D, shall be transported with PIOC to RCI or TCI.
- V. Sending facility shall be responsible for verifying the release in WICS.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Release to Immigration and Customs Enforcement Detainers		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.