

 <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 4
	Original Effective Date: 04/17/96	New Effective Date: 07/01/18
	Supersedes: 300.00.21	Dated: 10/01/15
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <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 inmates to immigration detainers.

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

ROP I-08 – Release to ICE Detainer

DEFINITIONS, ACRONYMS, AND FORMS

BOCM – Bureau of 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

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

MR/ES/MAX – Mandatory Release/Extended Supervision/Maximum Discharge

RCI – Racine Correctional Institution

DAI Policy #: 300.00.21	New Effective Date: 07/01/18	Page 2 of 4
Chapter: 300 Administrative		
Subject: Release to Immigration and Customs Enforcement Detainers		

TCI – Taycheedah Correctional Institution

PROCEDURE

- I.** In preparation of an upcoming MR/ES/MAX/Parole release for inmates with an ICE detainer, Records Office staff shall contact ICE to determine if the inmate will be taken into custody at the time of release.
- II.** Inmates releasing to ICE detainers shall be transferred to RCI/TCI, whenever possible.
 - A.** The transfer of an inmate to RCI/TCI for release to ICE is considered a temporary placement; however, a bed shall not be reserved at the sending facility.
 - B.** Notify via e-mail the BOCM Transportation Coordinator, sending facility's BOCM office and RCI/TCI Records Supervisor to request inmate transfer to RCI/TCI for release to ICE.
- III.** The Records Office at the sending facility shall be responsible for processing the release.
 - A.** Prepare a packet to accompany the inmate being turned over to ICE officials. The packet marked "ICE Packet Attention Sally port" shall include:
 1. Copy of DOC-1201, if applicable.
 2. Copy of DOC-120.
 3. Copy of DOC-15 specifying reporting instructions in the event the inmate cannot be legally held by ICE and is released.
 4. DOC-2077.
 5. The inmate's funds in the form of a check.
 - B.** Fax or scan to RCI/TCI Record Office:
 1. DOC-1201.
 2. DOC-1121.
 3. DOC-15.
 4. DOC-172.
 - C.** Forward the inmate's Legal, Education, Social Services and Visitor Information files to DCI/TCI and close the case file.
- IV.** Sending facility shall be responsible for verifying the release in WICS.

DAI Policy #: 300.00.21	New Effective Date: 07/01/18	Page 3 of 4
Chapter: 300 Administrative		
Subject: Release to Immigration and Customs Enforcement Detainers		

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 300.00.21	Page 4 of 4
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.