

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.22	Page 1 of 4
	Original Effective Date: 10/10/22	New Effective Date: 11/20/22
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Sarah Cooper, Administrator – 11/7/22	
	Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 300 Administrative		
Subject: Parole		

POLICY

The Division of Adult Institutions shall assist the Parole Commission by providing records, scheduling assistance, clerical support, and appropriate physical space for parole interviews for inmates.

REFERENCE

Wisconsin Statutes s. 15.145 (1)
 Wisconsin Statutes ss. 304.01, 304.02, 304.06 (1m)
 Wisconsin Statutes s. 973.01
 Wisconsin Administrative Code PAC 1

DEFINITIONS, ACRONYMS AND FORMS

Chairperson - The chairperson of the Commission, and includes a commissioner who is designated by the Chairperson, to perform a specific assignment or duty.

Parole Commission - The Parole Commission, including the Chairperson and the Commissioners.

Parole Commissioner – A member of the Parole Commission, to include the Chairperson.

Parole Grant – Action by the Chairperson, ordering the release of an inmate on or after a specified date to supervision or to begin serving a sentence under Wisconsin Statutes s. 973.01.

DAI – Division of Adult Institutions

DOC – Department of Corrections

Extraordinary Circumstances - A circumstance as determined by the Parole Commission warranting early parole consideration.

Parole Eligibility Date – The calculated date where the inmate has served 25 percent of the non-bifurcated sentence imposed for the offense, or six months, whichever is greater, or the date imposed by the sentencing court.

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PROCEDURE

I. General Guidelines

- A. DAI staff shall assist the Parole Commission in preparation for the following processes:
 - 1. Parole interviews.
 - 2. Parole consideration for Extraordinary Circumstances.

II. Parole Interview Responsibilities

- A. Facilities shall:
 - 1. Designate staff to provide clerical support to assist in coordination and scheduling of parole interviews.
 - 2. Provide records relating to the inmates who are in the custody of the DOC.
 - 3. Provide a safe and secure location to for the Commission to conduct parole interviews, whether virtual or in-person.
- B. A guardian or activated Power of Attorney (Health Care Agent) as permitted under the guardianship/Power of Attorney documents, may attend for the purpose of providing support to an inmate with diminished abilities, physical or mental.

III. Parole Consideration for Extraordinary Circumstances Responsibilities

- A. The Chairperson, Warden, inmate or the inmate's guardian or activated Power of Attorney (Health Care Agent) may request consideration for release due to extraordinary circumstances.
- B. All requests from the Warden, inmates, an inmate's guardian or activated Power of Attorney (Health Care Agent) for consideration in extraordinary circumstances shall be forwarded to the Records Office.
 - 1. Records Office staff shall review the request to determine if the inmate is statutorily eligible for consideration.
 - 2. Records Office staff shall forward the request to the Chairperson along with the results of the eligibility review, e.g., statutorily eligible or not statutorily eligible.
- C. Inmates who have not reached their parole eligibility date as calculated under s. 304.06(1)(b) may be considered for a parole grant in extraordinary circumstances under s. 304.06 (1m), Stats.
- D. Parole eligible inmates who are serving life sentences are not eligible for consideration under s. 304.06(1m), Stats.
- E. When an inmate has previously waived parole eligibility, the inmate shall reapply in accordance with s. PAC 1.05 (6), Wis. Adm. Code for parole consideration prior to any action being taken.
- F. Upon request, the Department shall provide the Chairperson with records relating to the inmate, including release plans.

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- G. The Chairperson shall approve, deny or defer for continued monitoring of the extraordinary circumstances.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.22	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
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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.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other