

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.29	Page 1 of 3
	Original Effective Date: 11/19/08	New Effective Date: 05/06/19
	Supersedes: 300.00.29	Dated: 08/08/15
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: WICS Change Management		

POLICY

The Division of Adult Institutions shall establish uniform guidelines for the management of change requests to the Wisconsin Integrated Corrections System (WICS).

DEFINITIONS, ACRONYMS AND FORMS

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2451 – WICS Change Request

WICS – Wisconsin Integrated Corrections System

PROCEDURE**I. WICS Change Requests**

Requests to make changes to the WICS program due to program defect or improvement of business process shall be completed as follows:

- A. The user shall identify the change and document the request by completing DOC-2451.
- B. The DOC-2451 shall be reviewed by site coordinators at the facility before submission to the Warden/designee or Bureau Director/designee for approval.
- C. The completed DOC-2451 shall be sent to the DOC WICS Change Management Council email distribution list as indicated on the form.

II. WICS Change Management Council

- A. The WICS Change Management Council shall review the completed DOC-2451 and determine the need for additional information or review by subject matter experts.
- B. After evaluation has been completed, the WICS Change Management Council shall approve/deny the DOC-2451 and assign priority levels.

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- C. The WICS Change Management Council shall notify the requesting site if the request has been denied or if further information is required.

- D. BTM shall work with the original requester to complete the approved requests.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.29	Page 3 of 3
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: WICS Change Management		
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