

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.44	Page 1 of 4
	Original Effective Date: 11/07/03	New Effective Date: 12/17/18
	Supersedes: 300.00.44	Dated: 02/10/14
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: DAI Facility and Bureau Annual Reports and Division Profile		

POLICY

Facilities under the Division of Adult Institutions shall complete an annual report containing standard statistics and information about their areas.

REFERENCES

Wisconsin Statutes s. 301.11(2) – Biennial Report

DEFINITIONS, ACRONYMS, AND FORMS

ADA – Americans with Disabilities Act

Annual Report – Report produced each fiscal year by a facility or bureau

BCE – Bureau of Correctional Enterprises

BHS – Bureau of Health Services

BOCM – Bureau of Offender Classification and Movement

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

Division Profile – Report produced annually by DAI Administrator's Office, with division level information as well as summary facility and bureau information.

DOC – Department of Corrections

DOC-1927 – Inmate Media Consent and Liability Waiver

DOC-1927B – Staff Media Consent and Liability Waiver

Fiscal Year – July 1 through June 30

Friday Report – Document updated weekly which includes numbers of offenders under the control of the DOC.

HR – Human Resources

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HSU – Health Services Unit

LEP – Limited English Proficiency

PREA – Prison Rape Elimination Act

WCCS – Wisconsin Correctional Center System

WWCS – Wisconsin Women’s Correctional System

PROCEDURE

I. Reporting Guidelines

- A. All facilities and BCE shall complete an Annual Report by October 1 each year for the previous fiscal year. Facilities shall:
 1. Submit the report electronically to the DAI Administrator’s Office with a copy to the Public Information Office for posting on the DOC public website.
 2. Post a PDF version of the report to myDOC page in the respective facility area.
- B. WCCS/WWCS shall produce individual reports which include all respective centers.
- C. BHS and BOCM shall provide information for the Division Profile and may complete an annual report.

II. Format for Annual Reports and the Division Profile

- A. Annual Reports and Division Profiles shall contain the following information:
 1. Cover page.
 2. Table of contents.
 3. Message from the Warden.
 4. Facility mission and goals.
 5. Fast Facts, to include:
 - a. Date facility was opened.
 - b. Security level.
 - c. Operating capacity – Taken from Friday Report on the last Friday in June for the fiscal year being reported on.
 - d. Current population – Taken from Friday Report on the last Friday in June for the fiscal year being reported on.
 - e. Staff – Taken from the staffing analysis report.
 - f. Inmate to staff ratio – Use current population number and total staff number.
 - g. Number of acres.
 - h. Operating budget
 - i. Amount of money collected from inmates for obligations, child support, victim/witness and medical co-pay.

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- j. Inmate participation and completion information for education, work and treatment programs.
 - k. Bullet point list of facility accomplishments for the last fiscal year.
 - 6. Information on Community Relations Boards.
 - 7. Information on restorative justice efforts.
 - 8. Information on volunteers.
 - 9. Narrative information on the programs offered.
 - 10. Total number of:
 - a. Inmate complaints.
 - b. Conduct reports – report total major and minors.
 - c. Appeals – report total major and minors.
 - 11. The name and phone number of the primary and backup coordinators for major initiatives (e.g., ADA, LEP, COMPAS, PREA).
 - 12. Acronyms page with a list of all acronyms included in the Annual Report defining each acronym.
- B. Facilities may also include additional information in their annual reports.
 - 1. Information on each department (e.g., Business Office, HR, HSU, Housing Units).
 - 2. Organizational charts.
 - 3. Historical information.
 - 4. Employee awards.
 - 5. Additional items a facility may wish to include.
- C. The Annual Report may be up to 12 pages and may be done in color or black and white.

III. **Distribution**

Facilities may email or print .pdf versions of their Annual Reports and distribute to visitors, community stakeholders, legislators and whomever else deemed appropriate.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.44	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: DAI Facility and Bureau Annual Reports and Division Profile		
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