

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.55	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 08/19/02	<b>New Effective Date:</b> 03/16/20
	<b>Supersedes:</b> 300.00.55	<b>Dated:</b> 06/01/16
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administration		
<b>Subject:</b> Case File Requests for Chapter 980 Referrals		
<b>Guidance Document</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Posting date</b>		

**POLICY**

The Division of Adult Institutions and Division of Community Corrections shall provide to the Chapter 980 Specialist discovery materials in a timely manner for cases being referred to the Department of Justice for a Ch. 980 proceeding.

**REFERENCES**

Wisconsin Statutes Ch. 980 – Sexually Violent Person Commitments

**DEFINITIONS, ACRONYMS, AND FORMS**

BHS – Bureau of Health Services

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOC - Department of Correction

DOC-172 – Offender Data

DOC-192 – Notification of Sentence Data

DOC-2295 – Special Purpose Evaluation Report

DOC-2309 – Certification of Records

DOJ – Department of Justice

PSU – Psychological Services Unit

**PROCEDURE****I. Request for Copies of Records for Chapter 980 Referral to DOJ**

- A. The Chapter 980 Specialist/Operations Program Associate in BHS Central Office shall forward a written request via email to the Records Supervisor at the DAI facility at which the inmate is incarcerated, DCC agent of record and DCC field supervisor asking that designated written and electronic documents contained in the inmate records under their control be copied and sent to the Chapter 980 Specialist.

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- B. DAI facilities and DCC shall copy and forward documents to the BHS under Wisconsin and federal confidentiality laws. BHS assumes responsibility for compliance with confidentiality laws governing disclosure outside of the DOC.

## II. Facility Copying Procedures

- A. The recipients of the written request shall follow the specific instructions in the request from the Chapter 980 Specialist/Operations Program Associate.
- B. PSU staff shall copy or print designated documents in the PSU Record, or electronic medical records including psychiatric reports, place the copies in a sealed envelope and forward to the Records Supervisor. Note that copyrighted test instruments shall not be copied.
- C. Records Office staff shall coordinate the copying of all designated documents contained in the Legal, Social Services and Education files maintained at a facility, and forward them along with the copies of documents from the PSU Record to the Records Supervisor.
- D. The Chapter 980 evaluator may reference specific document(s) from the Medical Chart in the DOC-2295. If so, the Chapter 980 evaluator shall copy and forward these document(s) to the Chapter 980 Specialist.
- E. Two-sided documents shall be copied as single-sided copies. Attention shall be paid to ensure the correct front and back of a form accompany each other.
- F. Documents shall be copied onto 8½" x 11" plain white paper.
- G. Documents shall not be stapled, clipped together or flagged with notes.
- H. Records Office staff shall complete a DOC-2309 certifying the most recent DOC-192 to accompany the file material. A copy of the front of the DOC-172 that contains a current release date may be substituted in the absence of a DOC-192 or if the most recent DOC-192 does not contain the current release date.
- I. The Chapter 980 Specialist/Operations Program Associate shall combine facility and DCC records and forward them to the DOJ, and other designated entities, for cases being referred for further Ch. 980 proceedings.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administration		
<b>Subject:</b> Case File Requests for Chapter 980 Referrals		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**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