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|  <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> 302.00.01   | <b>Page</b> 1 of 3                     |
|  | <b>Original Effective Date:</b><br>06/05/03                                | <b>New Effective Date:</b><br>10/31/23 |
|  | <b>Supersedes:</b> 302.00.01   | <b>Dated:</b> 06/07/21                 |
|  | <b>Administrator's Approval:</b> Sarah Cooper,<br>Administrator – 10/03/23 |  |
| <b>Required Posting or Restricted:</b>   |  |  |
| <input checked="" type="checkbox"/> <b>PIOC</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>  |  |  |
| <b>Chapter:</b> 302 Inmate Classification, Sentence and Release Provisions   |  |  |
| <b>Subject:</b> BOCM Reclassification Committee Membership   |  |  |

**POLICY**

The Division of Adult Institutions shall have a Reclassification Committee assigned to every facility. Reclassification committee members shall process statutory requirements governing PIOC classification and represent the DOC's interests in maintaining public, staff and PIOC safety.

**REFERENCES**

Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions

**DEFINITIONS, ACRONYMS AND FORMS**

BOCM – Bureau of Offender Classification and Movement

DAI – Division of Adult Institutions

DOC – Department of Corrections

OCS – Offender Classification Specialist

PIOC – Persons in Our Care

RC – Reclassification

Second Step – A secondary review that occurs when the RC Committee cannot make a unanimous recommendation.

Third Step – A third review that occurs when the second step committee cannot make a unanimous recommendation.

**PROCEDURE****I. RC Committee Members**

- A. The BOCM Director shall designate an OCS to serve as the chairperson of the RC Committee at each facility.
- B. The Warden/designee shall assign at least one additional staff member to serve on the committee at each facility.

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- C. Committee members shall possess the knowledge and experience necessary to fulfill the responsibility of evaluating PIOC risk, program performance and provide recommendations for facility placement.
  - D. BOCM shall provide training resources to designated committee members. The training is an orientation related to the purpose and function of PIOC classification, the role of a committee member and the procedures associated with the administration of RC hearings.
  - E. When conducting hearings without the PIOC present committee members shall meet for the hearing either physically, by video conference, or phone to conduct the hearing.
  - F. Committee members may not delegate their recommendation vote to the OCS or another committee member, or, cast their vote without direct participation in the hearing.
  - G. The OCS shall ensure accuracy in identifying committee members present for each hearing.
- II. RC Committee Members – Second Step**
- A. The BOCM Director shall assign a BOCM Sector Chief to serve as a second step committee member at each facility.
  - B. The Warden/designee shall assign a staff member to serve as the second step committee member at their site.
- III. RC – Third Step**
- The BOCM Director shall make the final decision.

**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> 302 Inmate Classification, Sentence and Release Provisions   |                                     |                    |
| <b>Subject:</b> BOCM Reclassification Committee Membership   |                                     |                    |
| <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. PIOC

III. Other