

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 302.00.02	Page 1 of 10
	Original Effective Date: 10/01/82	New Effective Date: 06/09/23
	Supersedes: 302.00.02	Dated: 07/01/18
	Administrator's Approval: Sarah Cooper, Administrator – 5/19/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfers of PIOC		

POLICY

The Division of Adult Institutions may engage in an Interstate Corrections Compact or an Intergovernmental Agreement to confine PIOC on the behalf of the other party.

REFERENCES

Wisconsin Statutes s. 302.25 – Prisons; State, County and Municipal: Interstate Corrections Compact

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

DAI Policy 309.20.03 – Inmate Personal Property and Clothing

DEFINITIONS, ACRONYMS AND FORMS

BHS - Bureau of Health Services

BTM – Bureau of Technology Management

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DJ-LE-241 – Fingerprint Card

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-172 –Inmate Data

DOC-173 – Inmate Conduct Record

DOC-851 – Inmate Emergency Contact Information

DOC-2077 – Health Transfer Summary

DOC-2969 – Interstate Corrections Compact (ICC) Intergovernmental Agreement (IGA) Referral

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 2 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

ICC – Interstate Corrections Compact (party – U.S. States)

ICCR200 – Inmate Classification Report Initial

ICCR204 – Inmate Classification Report Re-Classification

IGA – Intergovernmental Agreement (party – Federal Bureau of Prisons)

ICC/IGA Administrator – The person designated by the Secretary of the DOC to administer, manage and conduct WI DOC ICC and IGA contracts.

Institution – A correctional facility under Wisconsin Statutes s. 302.01, a prison under Wisconsin Statutes s. 301.048 and Wisconsin Statutes s. 301.046, or a facility the DOC contracts with for incarceration of PIOC.

PIOC – Persons in Our Care

Receiving party – A party to a compact to which a PIOC is sent for confinement other than a state in which conviction or court commitment was had.

Reclassification (RC) – The process associated with the assignment of PIOC custody, institution placement and program needs subsequent to an initial classification.

Sending party – A party to a compact in which conviction or court commitment was had.

State – State of the United States, the United States of America, a territory or possession of the United States, the District of Columbia, the commonwealth of Puerto Rico.

TCI – Taycheedah Correctional Institution

UPS – United Parcel Service

VINE – Victim Information Notification Everyday

WI – Wisconsin

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Compact Provisions and General Guidelines

- A. A legal contract shall exist between the sending and receiving party to transfer a PIOC under the provisions of an ICC or IGA.
- B. The Office of the Secretary shall establish, renew, suspend or revoke ICC/IGA contracts on behalf of the DOC.
- C. The Office of the Secretary shall appoint an ICC/IGA Administrator. The ICC/IGA Administrator is responsible for:

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 3 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

1. Managing the referral process for ICC/IGA placements.
 2. Monitoring placements to ensure a balance of exchange.
 3. Conducting an annual review of WI PIOC housed out of state with the DAI Administrator/designee and DAI Security Chief to determine if the ICC/IGA placement shall continue. The review may include an evaluation of serious ongoing medical needs.
 4. Consulting with the DCI Warden to identify designated DCI Records Office staff, to assist in the process and tracking of data.
 5. Conducting on-site inspections of out of state ICC/IGA facilities as requested:
 - a. Prior to a contract being signed or renewed.
 - b. Once every biennium.
 - c. As emergent concerns require.
- D. The facility administration of the receiving party shall adhere to the contract provisions of the ICC or IGA agreement including:
1. Confining and supervising PIOC from the sending party in the appropriate custody.
 2. Giving PIOC reasonable and humane care and treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies.
 3. Providing for physical needs.
 4. Maintaining proper discipline and control.
 5. Ensuring PIOC receive no special privileges.
 6. Ensuring the sentences and orders of the committing court in the sending state are faithfully executed.
 7. Developing a process for PIOC to pay court ordered obligations with the receiving party.
- E. The receiving party shall provide treatment, facilities or programs for any ICC/IGA PIOC that it provides for similarly situated PIOC of the receiving party.
- F. The receiving party, as agent for the sending party, shall have physical control over and exercise disciplinary authority over all PIOC from the receiving party.
- G. WI sentenced PIOC transferred to a receiving party shall be under the administrative supervision of DCI for the purposes of WI PIOC's record management, parole commission reviews, PIOC classification, grievances and media requests while confined outside of WI.
- F. ICC/IGA PIOC from other parties shall be received at DCI or TCI, unless other approved arrangements are made by the ICC/IGA Administrator.

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 4 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

- G. In order to enhance the safety of protection referrals, the location of any ICC/IGA PIOC shall not be revealed by WI DOC staff. Exceptions may be made by the ICC/IGA Administrator in the performance of their duties.
- H. PIOC transferred under the ICC/IGA compact shall not be authorized for media contact except as approved by the DCI/TCI Warden following consultation with the ICC/IGA Administrator and the WI DOC Communications Director.
- I. Property
1. Due to the variety of PIOC property limitations and specification restrictions among contract parties, property of a WI PIOC sent to a receiving party, or the property of another party's PIOC, shall be limited pursuant to the attachment to this policy.
 2. PIOC shall be issued a standard set of state issued clothing and footwear upon admission to the receiving party.
 3. PIOC shall be issued standard, required hygiene items upon admission to the receiving party.
 4. PIOC may be issued religious books/emblems by the receiving party pursuant to their policy.
 5. Cost of all personal property items shall follow DAI 309.20.03.
 6. Upon arrival at the receiving site, property shall be thoroughly inspected prior to issuing to the PIOC. If any of the received property is determined to not meet PIOC personal property policies of the receiving party, the PIOC shall be notified and given the option to send it to an address of their choice at their expense or have the contract party dispose of the property pursuant to contract party property policies.
 7. Unauthorized property shall be disposed of prior to transfer pursuant to sending party policies.
 8. WI sentenced PIOC being transferred to an ICC placement may store electronics, musical instruments or litigation materials at DCI pending their return to WI or release.
- K. All PIOC account funds except segregated release account(s) may be transferred to the receiving party upon PIOC transfer.
- L. Health Care
1. A seven-day supply of medication controlled by transporting staff may be transported with the PIOC and delivered directly to receiving party intake staff. Medication shall not be shipped via UPS or FedEx to the intake site.
 2. PIOC having problems beyond the ordinary course of incarceration relating to medical, psychological, dental, or legal matters shall not be considered for transfer until these matters are resolved or approved by both parties.
 3. Any cost of medical, psychiatric or dental service shall be considered normal costs incidental to the operation of the receiving party's facilities if the service is rendered by staff personnel and in regularly maintained

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 5 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

facilities operated or utilized by the receiving party as part of the health or correctional program thereof and if the PIOC requires no special medication, drugs, equipment, anesthetics, surgery or nursing care in addition to that commonly available on an infirmary basis.

4. Unless there is an emergency, the receiving and/or sending party shall contact the receiving and/or sending party for advance authority in writing before incurring medical, psychiatric, or dental expenses which is outside of the normal costs and reimbursement is requested. The DAI BHS or Medical Director for WI DOC shall be responsible for these duties.
5. Sending and receiving parties shall identify health care providers who shall collaborate in obtaining and sending needed medical information, assuring the medical needs of the PIOC can be met upon his/her arrival at the new facility and ensure the health and safety of the PIOC population with regards to possible transmission of communicable diseases.
6. The Director of Health Care Administration/designee shall provide the DAI Central Business Office any invoices and notice of approval to pay from receiving party or notification if an invoice needs to be issued and where to send the invoice to the sending party for reimbursement.
7. BHS shall develop an identification process for non-WI PIOC to trigger the approval process for significant and reimbursable expenses.

II. Types of Referrals from WI to an ICC/IGA

1. Safety and Security
 1. Transfer for protection or reasons associated with the safe and secure operation of the DOC's facilities shall be given priority consideration.
 2. Referrals may be made to the ICC/IGA Administrator by the:
 - a. DOC Secretary's office.
 - b. DAI Administrator/designee.
 - c. DAI Security Chief.
 - d. Warden.
2. Reintegration
 1. Transfer to be closer to a PIOC's family or due to proposed release are a low priority and shall serve a legitimate confinement, treatment or rehabilitative need of the PIOC as well as the interests of the DOC.
 2. ICC placement requests for reintegration purposes will be considered as DAI resources permit.
3. All PIOC requests under this section shall be prepared by the PIOC's facility Social Worker and submitted to the ICC/IGA Administrator with approval of the Warden.
4. The PIOC shall be required to pay the cost of transfer, including escorts to and from the receiving site, when this type of transfer is made.

III. Referral Process from WI

1. A Memorandum on DOC letterhead from the facility Warden to the ICC/IGA Administrator requesting an ICC/IGA placement initiates the referral. The memo shall include the reason for the referral.

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 6 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

2. The ICC/IGA Administrator shall forward the Memorandum to the DAI Security Chief for evaluation and approval or denial.
3. If approved, the ICC/IGA Administrator shall receive the following documents from the sending facility:
 1. Completed DOC-2969.
 2. Locator - Offender Detail Photo Set.
 3. Personal Characteristics (WICS ORPSO10B, Redact Social Security Number).
 4. DOC-172.
 5. DOC-2077.
 6. ICCR 200.
 7. ICCR 204, if available.
 8. DOC-173.
 9. Placement Concerns (WICS IMTS045A).
 10. DOC-9.
 11. DJ-LE-241 – Fingerprint Card.
 12. Special Placement Concerns (WICS IMTS045A).
 13. Security Threat Group Information (Group/Rank/Description of security threat group activities).
 14. PIOC Bank Accounts (WICS IBSS042A).
 15. Visitor List (WICS IVTS060A).
4. HSU staff shall prepare and submit medical and psychological documentation. Including:
 1. PIOC Health Classification (WICS CHSS030).
 2. Mental Health Classification (WICS MHSS030B).
 3. Dental Health Classification (WICS DSSS030A).
5. After receipt, the ICC/IGA Administrator shall send the documents to the out-of-state counterpart for review and acceptance or denial of the referral.

IV. Approval of WI PIOC to an ICC/IGA

- A. Upon acceptance of a WI PIOC to be placed out of state under ICC/IGA the ICC/IGA Administrator shall complete and send the letter of acceptance to the receiving state and initiate instructions to facilitate transfer.
- B. DCI Records Office shall maintain PIOC files for WI PIOC housed outside of WI under an ICC/IGA contract.
- C. The ICC/IGA Administrator shall send the letter of acceptance to the DCI Records Office and referring facility. DCI Records Office staff shall:
 1. Coordinate transportation services of WI PIOC to or from an ICC/IGA placement.
 2. Make appropriate notifications to required ICC/IGA contacts and WI DOC staff.

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 7 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

3. Advise Office of Victim Services and BTM of ICC/IGA PIOC name and WI DOC number to ensure VINE and other DOC PIOC Locator data does not disclose location of ICC/IGA.
 4. Determine if there are sufficient funds available in the PIOC's account to cover the required costs of the transfer if the transfer request is at the PIOC's request.
 5. Enter PIOC external movement detail in WICS.
 6. Serve as parole clerk for WI PIOC located in ICC/IGA sites.
 7. Coordinate admission and release dates for ICC/IGA PIOC located in WI with sending authority.
- D. Facility staff shall assist in the transfer of the PIOC, approved property and accounts.
- E. HSU staff shall:
1. Coordinate medication supply to be transported with the PIOC and any continuity of care issues needed.
 2. Evaluate and submit requests for significant medical, psychiatric, or dental treatment expenses for which reimbursement is requested to the DAI BHS Medical Director and/or BHS Director as noted in I.L. 3 & 4.
- V. Referrals received from ICC/IGA for placement in WI**
- A. Upon receipt of a referral from another state or federal government, the ICC/IGA coordinator shall forward to the DAI Security Chief and DAI Administrator/designee for evaluation and approval or denial.
- B. If approved by DAI Administration, the referral shall be sent to the BHS Medical Director and/or the Psychological Services Supervisor to evaluate and make a recommendation to the ICC/IGA Administrator regarding referral acceptance based upon medical or mental health needs. If additional medical or psychological information is needed health services staff may reach out directly to the referring state.
- C. Upon receipt of the approval or denial of placement in DAI, the ICC/IGA Administrator will contact the out-of-state ICC/IGA Administrator to inform them of the acceptance or denial.
- D. If approved, the ICC/IGA Administrator shall provide written notice of the approval to the out of state ICC/IGA Administrator and the applicable admissions site (DCI/TCI). A communication will be sent and will provide direction regarding:
1. Admission.
 2. Transfer of Funds.
 3. Property Policy.
 4. Medical Contacts.

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 8 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

VI. Classification of ICC/IGA

- A. WI PIOC transferred to out of state and PIOC transferred from another state to WI, shall be subject to Wisconsin Administrative Code Ch. DOC 302.
- B. WI and the other party's PIOC independent risk assessments and custody assignments are not designed, nor intended to match relative to facility housing or privileges.
- C. Risk assessment and custody assignment where the PIOC is being held shall take precedent relative to housing and privilege decisions.
- D. A designated DCI BOCM Offender Classification Specialist shall manage the WI PIOC housed out of state under an ICC/IGA.
- E. BOCM shall conduct classification actions a minimum of once per year for PIOC; placed out of WI under ICC/IGA to determine custody, placement and program recommendations pursuant to Wisconsin Administrative Code Ch. DOC 302.
- F. PIOC emergency contact information shall be updated annually during PIOC RC reviews utilizing a DOC-851.

VII. BHS Authorization Process for Treatment for ICC/IGA

- A. WI PIOC placed out of state may need medical services resulting in the ICC/IGA facility requesting reimbursement. The BHS Medical director shall evaluate and make decisions regarding requests for medical, psychiatric or dental treatment expenses for which reimbursement is requested by the receiving or sending party.
- B. In emergency/ urgent medical need the ICC/IGA staff shall acquire care and notify WI DOC BHS Medical Director afterward.
- C. When elective consults, treatment, surgery etc. occur, the ICC/IGA Staff shall notify the BHS Medical Director for prior authorization prior to implementing care via a shared mailbox
DOCDAlICCPriorAuthorizationRequests@wisconsin.gov.
- D. Receiving party send PIOC health information to BHS Medical Director for medical review. The BHS Medical Director/designee shall Provide authorization or decline the medical request.
- E. BHS Reimbursement Process for Treatment for ICC/IGA
 - 1. ICC/IGA Staff shall email invoice to
DOCDAlICCPriorAuthorizationRequests@wisconsin.gov for outside medical care provided.
 - 2. Contract Specialist working with the third-party claim's administrator shall:
 - a. Reviews medical billing coding and documents services rendered

DAI Policy #: 302.00.02	New Effective Date: 06/09/23	Page 9 of 10
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfer of PIOC		

and approval to pay.

- b. Forward approved invoice to BHS business office
DOCDAlCentralBusinessOffice@wisconsin.gov for reimbursement to the receiving party.

VIII. Requesting Medical Reimbursement from ICC/IGA for PIOC Placed in WI

- A. Out of state PIOC housed within a facility in the WI DOC may need medical services resulting in the State of WI requesting reimbursement from the ICC/IGA. The BHS Medical Director shall evaluate and make decisions regarding medical, psychiatric or dental treatment requests to the ICC/IGA.
- B. In emergency/urgent medical situations, the WI DOC shall provide/acquire care and notify the ICC/IGA afterward.
- C. When elective consults, treatment, surgery, etc. occur, the BHS Medical Director shall notify the ICC/IGA for prior authorization prior to initiating care through a shared mailbox,
DOCDAlCCPriorAuthorizationRequests@wisconsin.gov.
- D. BHS shall send PIOC health information/records to the ICC/IGA for review. The ICC/IGA shall either authorize or decline the medical request.
- E. BHS reimbursement process for treatment of ICC/IGA
 1. BHS shall email invoice to
DOCDAlCCPriorAuthorizationRequests@wisconsin.gov for medical care provided to ICC/IGA PIOC in the State of WI.
 2. Contract Specialist sends to appropriate ICC/IGA authority for reimbursement.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.35	Page
New Effective Date:	Supersedes Number:	Dated:
Chapter: 302 PIOC Classification, Sentence and Release Provisions		
Subject: Intergovernmental/Interstate Transfers of PIOC		
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.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.