

 <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> 302.00.05	<b>Page</b> 1 of 7
	<b>Original Effective Date:</b> 11/01/18	<b>New Effective Date:</b> 09/11/24
	<b>Supersedes:</b> 302.00.05	<b>Dated:</b> 11/20/22
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 08/08/24	
<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> PIOC Request for Placement in DOC Contracted Facilities		

**POLICY**

The Division of Adult Institutions shall consider PIOC eligible for placement in DOC contracted facilities per Wisconsin s.302.27.

**REFERENCES**

Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners.

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

DAI Policy 309.45.02 – Inmate Trust System Deductions

DAI Policy 325.00.08 – Minimum Custody PIOC Off-Site Authorization

**DEFINITIONS, ACRONYMS AND FORMS**

BOCM- Bureau of Offender Classification and Movement

Contracted Facilities – Facilities providing housing, supervision and program opportunities in agreement with the Department of Corrections. Facilities include places in which persons convicted or suspected of crime are confined such as county jails, MCCRC and tribal jails.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC – 643 – Interview Information Request

DOC-1163 – Authorization for Disclosure of Non Health Confidential Information

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information

DOC-2570 – Inmate Offsite Review

DOC-3500A – Medical Clearance for County Jails Contract Bed

HSU – Health Services Unit

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MCCRC - Milwaukee County Community Reintegration Center

myDOC – DOC intranet

Northpointe Suite – The web-based case management software application used by Wisconsin DOC. The Northpointe Suite contains the COMPAS assessments, Workload Manager, Case Plan, PSI, Drug Testing, Rules, Notes, etc.

PIOC – Persons in Our Care

WICS – Wisconsin Integrated Corrections System

## **PROCEDURE**

### **I. Eligibility**

- A. Eligible PIOC shall meet the following criteria:
  1. Have 12 months or less to their adjusted release date.
  2. Have a classification of minimum community custody.
  3. Not have pending charges or detainers.
  4. Have not refused identified program needs.
  5. Approved for placement by HSU as identified on the DOC-3500A.
  6. Approved for placement by PSU utilizing the following criteria:
    - a. Psychological stability.
    - b. No suicide or self-harm in the past 6 months.
    - c. No persistent suicidal ideation.
    - d. No high monitors.
    - e. No MH-2a or MH-2b mental health classifications.
    - f. Compliant with psychotropic medication.
    - g. No dangerous behavior during current period of incarceration including threats, intimidation, or assault.
    - h. No special handling needs placed by PSU.
    - i. No high priority psychiatry referrals.
    - j. If a medium priority psychiatry referral was submitted, the PIOC must have had the initial psychiatric appointment.
    - k. If psychiatric follow-up is requested for less than one month, do not approve.
    - l. Frequency and content of Psychological Services Request should be considered (Be mindful that some of these county jails do not have mental health staff available on a regular basis).
  7. Approved for placement in the county jail by:
    - a. Warden/designee.
    - b. Sheriff, superintendent at the MCCRC or Tribal Chief of Police.

### **II. Submission of Request**

- A. To request consideration for placement in accordance with Wisconsin s.302.27, an eligible PIOC shall submit a written request to their assigned social worker/designee using a DOC-643.

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- B. The PIOC shall sign DOC-1163 and DOC-1163A forms to allow the sheriff, superintendent at the MCCRC or Tribal Chief of Police access to information to evaluate the request.
- C. The social worker/designee shall ensure the requested county or tribal jail placement is consistent with the assigned agent of record and county of release.
- D. The social worker/designee shall notify HSU and request a DOC-3500A be completed.
- E. Upon eligibility, the social worker/designee shall submit a request for consideration to the Warden/designee on the PIOC behalf by completing the DOC-2570 and providing the completed DOC-1163 and DOC-1163A forms.
- F. The Warden/designee shall review the DOC-2570, DOC-1163 and DOC-1163A for appropriateness of the request and determine if the PIOC meets the criteria for placement in accordance with DAI Policy 325.00.08 and in consultation with the DAI Security Chief.
- G. The Warden/designee decision to approve or deny the PIOC for placement consideration as documented on the DOC-2570 is final.
- H. If the Warden/designee supports the request, they shall forward the DOC-2570 to the DAI Security Chief to determine if a contract is in place with the identified county or tribal jail.
- I. The Director of the Office of Detention Facilities shall maintain a listing of approved or declined a DOC county or tribal jail placement.
- J. If no contract exists, the Director of the Office of Detention Facilities shall contact the county or tribal jail to determine interest in placement of PIOC in accordance with Wisconsin s.302.27.
- K. The sheriff, superintendent at the MCCRC or Tribal Chief of Police may request additional information from the assigned facility to evaluate the request.
- L. If after review the sheriff, superintendent at the MCCRC or Tribal Chief of Police is interested in placement of the PIOC, he or she shall contact the DAI Security Chief.
- M. The DAI Security Chief shall confirm or request the county or tribal jail is added in WICS as a location.

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N. The DAI Security Chief shall notify the Warden/designee of the facility the PIOC is located, of the approved placement in the county or tribal jail.

### III. Denied Requests

- A. Denied requests shall be documented on the DOC-2570. The PIOC shall be informed of the denial decision.
- B. The DAI Security Chief shall notify the Warden/designee of the facility the PIOC is located, if the placement is denied.
- C. The social worker/designee shall notify the PIOC of the DAI Security Chief denial.
- D. The PIOC shall not make another request for consideration within 6 months after the date of the denial.

### IV. Approved Requests

- A. The Warden/designee approving the request shall contact the BOCM Director/designee to complete a subsequent action in WICS for documentation purposes only. The supervision and location shall transfer for the DOC contract site. The subsequent action shall include:
  - 1. DOC contracted site approved.
  - 2. Name of Warden/designee approving the transfer.
  - 3. Date of approval.
- B. The BOCM director/designee shall notify the BOCM transportation coordinator to make arrangements with the sheriff, superintendent at the MCCRC or Tribal Chief of Police to arrange the transfer per contract.
- C. The BOCM transportation coordinator shall schedule the transfer in WICS when transfer has been arranged.
- D. Upon approval and transfer to the designated county jail, classification custody assignment pursuant to Wisconsin Administrative Code 302 is waived.
- E. Upon approval, a DAI social worker/designee shall be assigned to manage case/release planning and documentation in WICS/Northpoint Suite according to the PIOC supervising facility.

### V. Approved Jail Placements

- A. While located in the county jail the PIOC is subject to jail policies and rules.
- B. Counties shall immediately notify the DAI Security Chief as specified in the contract of:
  - 1. Any significant misconduct.
  - 2. Violation of county study/employment policies.

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3. Criminal activity.
4. Unauthorized leave or flight from any of those study/employment activities.
5. PIOC request to return to a DOC facility.

## **VI. Employment, Educational and Program Activities for Jail PIOC**

- A. Pursuant to WI s. 302.27 (2), the county may assume the responsibility for allowing PIOC to engage in:
  1. Employment-related activities including seeking employment.
  2. Employment training.
  3. Working at employment.
  4. Performing community service work.
  5. Attending an educational facility.
  6. Attending office visits with probation and parole agent.
- B. Prior to individual PIOC placement in any work or education activities, counties shall consult with the DOC DAI division contact specified in their respective contract. This shall include, but not be limited to, victim-related issues.
- C. Funds delivered to DAI for the PIOC at the jail shall be subject to DAI policy 309.45.02. Funds delivered to the jail for the PIOC at the jail shall be subject to the terms of the contract between the DOC and county jail, consistent with the county jail's assessment and remittance of funds to be paid towards court imposed financial obligations and/or other applicable fees.
- D. Other programs or job assignments may be made available to the PIOC at the jail as jail resources and policy permits.
  1. PIOC shall not earn DOC wages for work or program assignments provided by the jail.
  2. Program completions in the jail may not necessarily qualify as addressing criminogenic needs determined by DOC.

## **VII. Health Services**

- A. Jails shall be responsible for the provision and costs of routine or emergency medical, mental health or dental service care.
- B. Requests may be made to DOC for reimbursement of extraordinary emergency medical, mental health or dental service care.

## **VIII. PIOC Release from the Jail**

- A. Reentry planning shall be coordinated between the DAI social worker/designee and the DCC probation and parole agent.
- B. Date of release shall be determined and coordinated with the jail by authorized DOC Records staff.

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**IX. Return to DAI Facility**

- A. The county may request return of PIOC to a DAI facility at any time by contacting the DAI Security Chief.
- B. DOC may remove an approved PIOC from a jail and admit to a DAI facility at any time.
- C. When return to DAI is appropriate, the DAI Security Chief shall consult with the BOCM transportation coordinator to determine the temporary site placement, arrange the transfer per contract and schedule movement in WICS.
- D. A re-classification hearing shall be initiated upon return to a DAI facility.

## DIVISION OF ADULT FACILITY'S FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
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<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