

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 302.00.23	Page 1 of 6
	Original Effective Date: 09/22/25	New Effective Date: 09/22/25
	Supersedes: n/a	Dated: 00/00/00
	Administrator's Approval: Shannon Butcher, Administrator – 8/29/25	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 302 Inmate Classification, Sentence and Release Provisions		
Subject: Transfer Holds		

POLICY STATEMENT

The Division of Adult Institutions shall ensure a transfer hold is in place to assist in providing proper case management of PIOC to prevent premature or inappropriate transfers.

REFERENCES

DAI Policy 300.00.30 – Videoconferencing
DAI Policy 325.00.05 – Temporary Release – Writ of Habeas Corpus/Order to Produce
DAI Policy 500.30.06 – Transfer of Patient
DAI Policy 500.70.28 – Psychological Review for Minimum Security
WICS User Guide – General Information – Transfer Hold Monthly Reconciliation
WICS User Guide – General Information – Transfer Hold Placement
WICS User Guide – General Information – Transfer Hold Removal
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
Wisconsin Statutes Ch. 782 – Habeas Corpus

DEFINITIONS, ACRONYMS, AND FORMS

BOCM – Bureau of Offender Classification and Movement

IAD – Interstate Agreement on Detainers

PIOC – Persons in Our Care

PSU – Psychological Services Unit

Scheduled Court Appearance – To include in-person, videoconference, phone and IAD

SUD – Substance Use Disorder

WICS – Wisconsin Integrated Corrections System

POLICY

I. General Guidelines

- A. Transfer holds shall be placed and removed by the department generating the hold.

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- B. While there are many hold types available in WICS, staff are to only use the hold types outlined in the policy.
- C. Holds shall be placed and removed in accordance with the WICS User Guides.
- D. Expiration dates on holds shall coincide with the anticipated removal of the hold.
- E. Monthly, the department responsible for placing the hold shall review and reconcile the active holds in accordance with the WICS User Guide.
 - 1. All holds expiring within 30 days shall be reviewed to determine if cause exists to extend or remove the hold.
 - 2. WICS automatically removes a hold upon reaching the expiration date.

II. Education and Vocational Program Hold

- A. Education staff shall enter an Education Program hold when PIOC are enrolled in a higher education program.
- B. Education staff shall enter a Vocational Program hold when PIOC are enrolled in a vocational program.

III. Medical, Dental or Mental Health Hold

- A. Health Services staff shall enter a Medical Hold or Dental Hold on all PIOC with ongoing medical or dental needs which need to be addressed at the current site prior to transfer.
- B. Holds for off-site medical appointments shall be placed in accordance with DAI Policy 500.30.06.
- C. PSU staff shall enter a Mental Health Hold for PIOC who have ongoing mental health needs that need to be addressed at the current site prior to transfer.
- D. PSU staff shall enter a Mental Health Hold for PIOC who have been approved for placement in a minimum without PSU facility when PSU staff become aware of any changes in psychotropic medication prior to transfer.

IV. Treatment Program Hold

- A. Treatment program staff shall enter a Treatment Program hold when PIOC enroll into a primary program.
 - 1. Primary programs include SUD, Anger Management, Cognitive Behavioral, Domestic Violence, Sex Offender Treatment and Special Programs (Challenge Incarceration, Earned Release).

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2. Treatment Program holds may be placed by PSU staff who are in the role of program provider.

V. Court Appearance Hold

- A. Records staff/designee shall enter a Court Appearance hold for any scheduled court appearance in accordance with DAI Policies 300.00.30 & 325.00.05.
- B. Upon notification, a transfer hold shall be entered as follows:
 1. Regardless of length of time until the scheduled court appearance, a transfer hold shall be placed.
 2. The Expiration Date shall be entered as follows:
 - a. Court appearance – one day after the court date. For multi-day court appearances with daily transports – one day after final court date.
 - b. IAD detainer – seven months from the date final disposition is requested by PIOC or temporary custody is requested by the prosecuting attorney.
 3. The As of Date shall be the date the transfer hold is entered in WICS.
 4. The Comment section shall include a note documenting the following:
 - a. County where court is located.
 - b. Case number.
 - c. Type of appearance (in-person, videoconference, phone).
 - d. Date of court hearing.
- C. The transfer hold status shall be updated when:
 1. Court appearance is cancelled.
 2. IAD detainer is cancelled prior to expiration date or PIOC are returned after IAD court proceedings.
- D. When a WICS alert appears due to PIOC being on the Scheduled Transfer List and a transfer hold subsequently being entered, staff shall notify the BOCM Transportation Coordinator immediately at DOCDABOCMTransportation@wisconsin.gov.

VI. Records Hold

- A. Records staff shall enter a Records Hold when:
 1. PIOC are scheduled for a revocation hearing.
 2. PIOC receive an approved parole grant.
- B. Records staff may enter a Records Hold when fingerprinting is required prior to transferring to another site.
- C. Records staff may enter a Records Hold for PIOC with less than 30 days to release.

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VII. Security Hold

A. Security Director/designee may enter a Security hold and justification when PIOC are in one of the following statuses:

1. Temporary Lock Up.
2. Disciplinary Separation.
3. Protective Confinement.
4. High Risk.

B. Security Director/designee may enter a Security hold and justification when there is a safety/security concern.

C. When PIOC are pending transfer to reduced custody, the Security hold shall remain in place until an early re-classification hearing is conducted to determine if custody reduction is still appropriate.

VIII. Classification (RC) Hold

A. BOCM staff shall enter a Classification (RC) hold when additional information or further review is needed.

B. BOCM staff shall enter a Classification (RC) hold when notified of active habeas.

C. BOCM staff shall enter a Classification (RC) hold when PIOC are approved for transfer, but does not meet time parameters for a specific site.

IX. Other Hold

Social worker shall enter an Employment Hold to include work release and facility employment commitments.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number:	Page 5 of 6
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Chapter:		
Subject:		
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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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