

 <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> 302.10.01	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 05/14/18	<b>New Effective Date:</b> 05/14/18
	<b>Supersedes:</b> N/A	<b>Dated:</b> N/A
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</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> Inmate Retention Program		

**POLICY**

Prior to admission to a Wisconsin Department of Corrections intake site, the WI DOC may retain an inmate at a county jail at the request of Wisconsin County in the Inmate Retention Program (IRP) until completion of an inmate's required period of incarceration resulting from Wisconsin felony prison sentence(s).

**REFERENCES**

WI s. 302.27 - Contracts for temporary housing for or detention of persons on probation or prisoners

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

DAI Policy 309.45.02 - Inmate Trust System Deductions

**DEFINITIONS, ACRONYMS, AND FORMS**

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC Intake Sites - Dodge Correctional Institution, Taycheedah Correctional Institution or Milwaukee Secure Detention Facility

IRP – Inmate Retention Program

MSDF – Milwaukee Secure Detention Facility

TCI – Taycheedah Correctional Institution

WICS – Wisconsin Integrated Corrections System.

**PROCEDURE****I. Eligibility**

Eligible offenders shall meet all of the following conditions:

- A. Located in a jail assigned to the inmate's DCC probation and parole agent.

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- B. Serving less than 1 year of confinement for a:
  - 1. New WI felony prison sentence that in combination with all other sentences results in less than 1 year of incarceration; or
  - 2. Revocation of parole, extended supervision or probation on a WI felony prison sentence that in combination with all other sentences results in less than 1 year of incarceration combination following revocation.
- C. No pending charges or detainers.
- D. Approved for retention in the jail in IRP by authorized DOC admission staff following request by the county.

## II. IRP Request

- A. The Sheriff/designee may request an inmate be retained pursuant to the IRP by contacting authorized DOC admission staff. (males = DCI, MSDF & females = TCI)
- B. DOC admission staff shall confirm eligibility requirements via Judgment of Convictions, file information and required databases.
- C. If eligible and budget resources permit, DOC admission staff may authorize inmate retention at the jail by notifying the sheriff/designee.
- D. Appropriate updates shall be made to required DOC record systems, including WICS, by DOC admission staff.

## III. County Reimbursement

- A. WI DOC shall reimburse the county at the current prevailing, daily contract rate for all days in which the inmate is physically located at the jail following approval by an authorized DOC inmate admission staff and prior to release to the community from the jail at the completion of the inmate's period of incarceration.
- B. Retention of inmates in IRP shall be limited by available WI DOC budget allocations available for this purpose.
- C. Inmates may be removed by DOC and admitted to a DAI intake site if WI DOC budget resources require.

## IV. Employment, Educational and Program Activities for IRP Inmates

- A. The WI DOC Division of Adult Institutions shall not conduct an intake or classify an inmate pursuant to WI Ch. DOC 302 for inmates approved for IRP.
- B. Pursuant to WI s. 302.27(2), counties may assume the responsibility for allowing inmates in IRP to engage in: a) employment-related activities including seeking employment; b) employment training; c) working at

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employment; d) performing community service work; or e) attendance at an educational institution.

1. Classification custody assignment pursuant to Wisconsin Administrative Code, Ch. DOC 302 relative is waived.
  2. Prior to individual offender placement in any of these activities, counties shall consult with the DOC DAI division contact specified in the Memorandum of Agreement between the County and Wisconsin Department of Corrections for the Temporary Housing of Inmates. This shall include, but not be limited to victim related issues.
  3. Counties are required to immediately notify the DOC DAI division contact as specified in the above agreement of any misconduct, violation of county study/employment policies, criminal activity, unauthorized leave or flight from any of these or employment activities.
  4. Inmate wages resulting from these activities are subject to DAI Policy 309.45.02 Inmate Trust System Deductions, then any jail fees.
- C. Other programs or job assignments may be made available to the inmate at the jail as jail resources and policy permits.
1. Inmates 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.

#### **V. Jail Policies and Inmate Visits**

- A. While located in the county jail, the inmate is subject to jail policies, rules of conduct and referrals for prosecution.
- B. While located in the county jail, the inmate is subject to jail policies and rules regulating visits.

#### **VI. 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

#### **VII. Inmate Release from the Jail**

- A. Reentry planning shall be completed by the DCC probation and parole agent.
- B. Date of release shall be determined and coordinated with the jail by authorized DOC Record staff.

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**VIII. Admission to DOC inmate Site**

- A. The county may request admission of an approved IRP inmate to a DAI intake site if jail resources, the inmate’s conduct, medical needs or changes in the inmate’s legal situation requires.
  
- B. The DOC may remove an approved IRP inmate from a jail and admit to a DAI facility at their discretion.

1 **Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Subject:</b> Inmate Retention Program		
<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>		

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**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