

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.01	Page 1 of 3
	Original Effective Date: 05/01/81	New Effective Date: 07/01/18
	Supersedes: 325.00.01	Dated: 05/27/15
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 325 Temporary Release Under Supervision		
Subject: Temporary Release Under Supervision – General		

POLICY

The Division of Adult Institutions shall provide for the temporary release of inmates from correctional facilities for purposes outlined in Wisconsin Administrative Code s. DOC 325.01.

REFERENCES

Wisconsin Statutes s. 302.15 – Prisons; State, County, and Municipal

Wisconsin Statutes s. 304.115 – Emergency Removal Order

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

Wisconsin Administrative Code Ch. DOC 306 – Security

Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release

Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DAI Policy 325.00.08 – Minimum Security Inmates Off-Site Authorization

DAI Policy 325.00.09 – Project Crews

DAI Policy 325.00.10 – Community Services

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-45 – Temporary Release – Request/Order/Cancellation (WICS)

DOC-120 – Inmate Face Card

DOC-2570 – Inmate Offsite Review

WICS – Wisconsin Integrated Corrections System

PROCEDURE**I. General Guidelines**

- A. A completed, approved, signed DOC-45 shall be processed for each individual inmate temporary release.
- B. A DOC-45 is not required for work release, project/community service crews, inmate drivers or study release placements. A DOC-2570 is required per DAI Policy 325.00.08.

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- C. Only the Warden/designee may order the temporary release of an inmate.
- D. In the event of a medical emergency or natural disaster, the Warden/designee may authorize the release, as necessary, without following this procedure. However, a DOC-45 shall be completed as soon as feasible after the release.

II. Facilities Shall:

- A. Complete the request section of the DOC-45 in WICS.
- B. Forward the DOC-45 to the Warden/designee.
- C. If approved, determine the conditions of release in accordance with Wisconsin Administrative Code s. DOC 325.07 including the level of supervision required.
- D. Attach a copy of the inmate’s photo or DOC-120.
- E. Ensure a copy of the DOC-45 is maintained. Designated staff shall enter the departure and return time into WICS.
- F. If necessary, cancel the release order at any time in accordance with Wisconsin Administrative Code s. DOC 325.12.

Administrator’s Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 00/00/00	DAI Policy Number: 325.00.01	Page 3 of 3
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Chapter: 325 Temporary Release Under Supervision		
Subject: Temporary Release Under Supervision – General		
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