

 <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> 325.00.01	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 05/01/81	<b>New Effective Date:</b> 08/17/23
	<b>Supersedes:</b> 325.00.01	<b>Dated:</b> 07/13/21
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 07/28/23	
<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> 325 Temporary Release Under Supervision		
<b>Subject:</b> Temporary Release Under Supervision – General		

## POLICY

The Division of Adult Institutions shall provide for the temporary release of PIOC 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 306.00.02 – Escorting and Transportation of Pregnant Inmates

DAI Policy 306.00.13 – Transportation of Medical Vigils

DAI Policy 306.00.27 – Transportation of Inmates

DAI Policy 324.00.01 – Work and Study Release

DAI Policy 325.00.08 – Minimum Custody 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-2570 – Inmate Offsite Review

PIOC – Persons in Our Care

WICS – Wisconsin Integrated Corrections System

## PROCEDURE

### I. General Guidelines

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- A. A completed, approved and signed DOC-45 by the Warden/designee shall be processed for any temporary release.
- B. A DOC-45 is not required for work release, project/community service crews, drivers or study release placements.
- C. 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. Determine the conditions of release in accordance with Wisconsin Administrative Code s. DOC 325.07 including the level of supervision required when approved.
- D. Attach a copy of the PIOC photo.
- E. Designate staff to enter the departure and return time into WICS.
- F. Cancel the release order at any time in accordance with Wisconsin Administrative Code s. DOC 325.12.

**DIVISION OF ADULT INSTITUTIONS 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