

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.02	Page 1 of 4
	Original Effective Date: 05/01/81	New Effective Date: 07/01/18
	Supersedes: 325.00.02	Dated: 11/01/15
	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 – Funeral and Death Bed Visits		

POLICY

The Division of Adult Institutions shall ensure inmates that have minimum or community custody status may be considered for a temporary release under supervision to attend a private visitation following the death of a close family member or a visit with a terminally ill close family member.

REFERENCES

Wisconsin Statutes s. 302.15 – Activities off Grounds

Wisconsin Statutes s. 304.115 – Emergency Removal

Wisconsin Statutes s. 303.068 – Leave for qualified inmates

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

Wisconsin Administrative Code Ch. DOC 306 – Security

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

DEFINITIONS, ACRONYMS, AND FORMS

ATR – Alternative to Revocation

Close Family Member – An inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

DAI – Division of Adult Institutions.

DCC – Division of Community Corrections.

Death Bed visit – Visit a terminally ill close family member for whom death is imminent.

DOC – Department of Corrections

DOC-45 – Temporary Release – Request/Order/Cancellation

DOC-1820 – Funeral or Death Bed Request

Private Funeral Visit – An event attended by the inmate and close family members. Private funeral visits shall not be more than 60 minutes in duration. It must be

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scheduled either to conclude 30 minutes prior to the funeral, wake, or memorial service or to begin 30 minutes after the funeral, wake, or memorial service.

PROCEDURE

I. General Guidelines

- A. Each facility shall have a completed DOC-45 and DOC-1820 processed for all temporary inmate releases for funeral/death bed visits.
- B. Attendance is limited to the State of Wisconsin.
- C. The visitation shall not be at a private residence unless approved by the DAI Administrator.
- D. Visits are limited to a maximum of one hour.
- E. Only three close family members on the inmate's approved visiting list may be present at the private funeral visitation.
- F. Only the inmate and the terminally ill close family member may be present at the private deathbed visitation, except with the Warden's approval.
- G. Visits may be terminated at any time the escorting staff believes there is a threat to the safety of staff, the inmate or the public.
- H. An inmate is restricted to either one deathbed visit or a funeral visit for each close family member. Any exceptions shall be approved by the DAI Administrator, including any assessed costs of the visit, as determined by Wisconsin Administrative Code s. DOC 325.13.
- I. Inmate shall be notified if the request is denied or approved and if approved, the conditions of the visit. The Warden/designee may deny the visit due to security or safety concerns for the staff, inmate, or public.
- J. Video visitation through a web service (Skype) may be arranged for deathbed visits if time and circumstances permit and release is not possible.
- K. The Warden/designee shall notify the DAI Administrator/designee of denied requests under this policy and forward a copy of the final DOC-1820.
- L. The DOC-45 may be canceled at any time.
- M. The decision for ATR cases to attend shall be determined by the Warden/designee in consultation with DCC Agent/Supervisor. DCC shall be responsible for the transport and supervision of the inmate.
- N. The Secretary of the DOC or the DAI Administrator may waive certain requirements of this policy in exceptional circumstances.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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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.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.