

 <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> 325.00.05	<b>Page</b> 1 of 13
	<b>Original Effective Date:</b> 11/15/10	<b>New Effective Date:</b> 12/13/21
	<b>Supersedes:</b> 325.00.05	<b>Dated:</b> 08/20/18
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 12/06/21	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 325 Temporary Release Under Supervision		
<b>Subject:</b> Temporary Release – Writ of Habeas Corpus/Order to Produce		

**POLICY**

The Division of Adult Institutions shall ensure verification of a Writ of Habeas Corpus/Order to Produce received from a Wisconsin Court or Federal Court to produce an inmate for a scheduled legal proceeding.

**REFERENCES**

Wisconsin Statutes Ch. 782 – Habeas Corpus  
Wisconsin Statutes s. 782.45 – Witness Fees, Inmates of State Institutions  
Wisconsin Statutes s. 976.07 – Agreements on Extradition; Indian tribes  
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision  
DAI Policy 500.30.06 – Transfer of Inmate Patient  
ROP C-01 – Intrastate Writs – Orders to Produce (Court Pick-Ups)  
WICS External Movement User Guides  
Institution Entrance Approval List

**DEFINITIONS, ACRONYMS AND FORMS**

BOCM – Bureau of Offender Classification and Movement

CCAP – Consolidated Court Automation Program

Contract Transport Agency – A private company that provides transport services of inmates.

DOC – Department of Corrections

DOC-45 – Temporary Release Request / Order / Cancellation

DOC-195 – Offender Custody Receipt – In

DOC-196 – Offender Custody Receipt – Out

DOC-2077 – Health Transfer Summary

DOC-2466 – Incident Report (WICS)

DOC-2549 – Offender Security Precaution Information

DOC Locator – Offender Basic Information Sheet

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eWrit - A Writ of Habeas Corpus/Order to Produce received via email from a trusted law enforcement email address.

OCO – Out Court Order

OWO – Out Warden’s Order

RH – Restrictive Housing

TRO – Temporary Release Order – within this policy TRO refers to the WICS Temporary Release Order screen (IPTSO32C) used to facilitate movement on court pickups.

WCCS – Wisconsin Correctional Center System

WICS – Wisconsin Integrated Corrections System

Writ – A Writ of Habeas Corpus or Order to Produce issued by a judge requiring specific action. This document may contain identifying information including, but not limited to inmate name, date of birth, county and case number.

WWCS – Wisconsin Women’s Correctional System

## **PROCEDURE**

### **I. General**

- A. When the County Sheriff or federal agency responsible for transporting an inmate to/from the county jail and DOC facilities contracts with another entity, the DOC facility shall allow the transport to occur if the County Sheriff or agency responsible for the transport has provided prior written confirmation stating it has authorized the other entity to perform the transport on its behalf.
- B. A DOC-2077 shall accompany all inmates released on a Writ to a county jail or other correctional holding facility. Health services staff shall monitor WICS TRO screen and complete the DOC-2077. When an unscheduled release occurs, Health services staff shall be notified to ensure health care information is provided.
- C. A Writ addressed to another DOC facility shall be honored.
- D. Out-of-state releases shall be approved by the Records Office and authorized by the Warden.
- E. Official Writ
  1. To ensure authenticity of a Writ, the document must either:

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- a. Have been received electronically via email by facility Records staff or designated WCCS/WWCS staff during the scheduling process and documented in the WICS TRO screen/Destination field.
- b. Contain both an original signature of a Judge or Court Commissioner and a Court seal. A raised seal or ink stamp court seal is required.
- c. Be a certified copy by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
2. Except for documents received as described in E.1.a. of this policy:
  - a. When the Writ does not display the Court seal or has an illegible Court seal, verification with the Clerk of Courts shall occur. If verification cannot be made, pickup shall be denied.
  - b. Documents without original signatures shall be reviewed closely. Court Commissioners are known to utilize stamped signatures. When a signature authenticity is in question, confirmation should be sought from the Clerk of Courts or Sheriff's Department. If verification cannot be made, pickup shall be denied and a DOC-2466 completed.
  - c. When a Writ authenticity is questionable, the facility security supervisor or designated WCCS/WWCS staff shall contact facility Records staff or designated WCCS/WWCS staff, the Clerk of Courts and/or the County Sheriff to review the documents for legitimacy and accuracy.
  - d. During business hours the facility Records staff or designated WCCS/WWCS staff shall decide based upon the legitimacy and accuracy, and/or possible document quality and/or possible court contact in order to approve or deny the pickup.
  - e. After business hours the facility security supervisor/designee or the designated WCCS/WWCS staff shall decide based upon the legitimacy and accuracy, and/or possible document quality and/or possible court contact in order to approve or deny the pickup.

## II. Writ - Facilities

- A. Staff must be confident the inmate being released has been positively identified and there is appropriate legal documentation and authorization for a release to occur. When in doubt, do not release the inmate and follow up with the Records Office, Clerk of Courts, US Marshals and/or the Sheriff's Department to confirm.
- B. Upon notification that an inmate is to be released to court from the facility on a Writ, the following procedure shall be followed by Records Office staff:
  1. Verify the inmate is housed at the facility.
  2. Verify inmate is not scheduled for off-site medical appointments or another Writ pick up by reviewing WICS TRO and Transfer Holds screens.
  3. Request the agency to provide the Writ electronically via email. When a Writ is received via email from a trusted law enforcement email address, a comment shall be entered into WICS TRO Destination field "Verified eWrit Received."
  4. Prepare TRO for court pickup per the WICS External Movement User Guide in WICS for a specific date upon notification from the Sheriff's Department, Federal Marshal's Office or appropriate designated

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representative of the Law Enforcement agency (e.g., District Attorney's Office or Contract Transport Agency) regarding a Writ.

5. Enter a Transfer Hold into WICS per the WICS Transfer Hold Placement User Guide.
  6. Alert Health Services staff of any unscheduled court pickup to ensure completion of DOC-2077.
  7. Writs shall be scheduled a minimum of 48 hours in advance of the scheduled pickup.
  8. Emergency pickups with less than a 48-hour notice shall be honored provided there is appropriate documentation to support the exception.
  9. Verify questionable Writs for legitimacy and accuracy.
- C. Security Documentation/Identification/TRO During Business Hours
1. Security Supervisors/designee shall review TRO Destination field to determine if a verified eWrit was sent to the Records Office during the scheduling process.
    - a. If yes, accept a photocopy of the Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers which may contain no stamps or seals.
    - b. If no:
      - i. Accept the original signed and sealed copy of the Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. When a photocopy is provided, this copy shall be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
    - c. When the TRO is not in WICS and has not been pre-scheduled:
      - i. Contact the Records Office.
      - ii. Records staff shall check CCAP to verify a court appearance is scheduled. When CCAP does not indicate a court appearance, contact the county Clerk of Courts for confirmation.
  2. Transport Officers shall be required to produce their agency photo identification.
    - a. Staff shall check the credentials and confirm they are law enforcement officers or authorized Contract Agency Transportation staff.
    - b. If credentials cannot be verified, contact shall be made with the transporting officer's agency to verify identification and confirm transport of inmate requested.
  3. When transport is done by a contracted entity, such as Wisconsin Lock and Load or Allied Universal, the Supervising Officer shall confirm the transport officers are approved by verifying contractor provided employee information which can be accessed on the DAI Institution Entrance Approval List.
  4. Contracted transportation staff not identified on the DAI Institution Entrance Approval List shall be confirmed with the contracting Sheriff's Department or Contract Transport Agency prior to the inmate's release.
  5. Security shall take the transporting officer's documents and compare them to the prepared TRO and verify against WICS Personal Characteristics Screen (ORPS010B) to determine if there are any discrepancies in date,

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name, DOC number or date of birth. When discrepancies exist, advise the Supervisor for review and approval/denial of release.

- a. Accept the original signed and sealed copy of Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
  - b. If a photocopy is provided, without the WICS comment of "Verified eWrit Received", this copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
6. Upon confirmation of the Writ, a TRO shall be completed in WICS authorizing the release per the WICS External Movement User Guide.
  7. Complete DOC-196.
  8. Forward the Writ and the DOC-196 to the Records Office.
- D. Security Documentation/Identification/TRO After Business Hours
1. Security Supervisors/designee shall review TRO screen/destination field to determine if a verified eWrit was sent to the Records Office during the scheduling process.
    - a. If yes, accept a photocopy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers shall be accepted.
    - b. If no:
      - i. Accept the original signed and sealed copy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. If a photocopy is provided, this copy must be certified by the Clerk of Courts as an exact duplicate and shall bear the Clerk's original signature and a raised court seal or ink.
  2. Staff shall require transport officers to produce their agency photo identification.
    - a. Check the credentials to confirm they are law enforcement officers or authorized contract transportation agents.
    - b. If credentials cannot be verified, contact shall be made with the transporting officer's agency to verify identification and confirm transport of inmate requested.
  3. When transport is being done by a contracted entity, such as Wisconsin Lock and Load or Allied Universal, the Supervising Officer/designee shall confirm the transport officers are approved by verifying contractor provided employee information which can be accessed in the DAI Institution Entrance Approval List group folder.
  4. Contracted transportation staff not identified on the DAI Institution Entrance Approval List shall be confirmed with the contracting Sheriff's Department or Contract Transport Agency prior to the inmate's release.
  5. Complete DOC-196.
  6. Security shall take the transporting officer's documents and compare them to the prepared TRO and verify against WICS Personal Characteristics Screen (ORPS010B) to see if there are any discrepancies in date, name, DOC number or date of birth. When discrepancies exist, advise the Supervisor for review and approval/denial of release.
  7. Forward the Writ and the DOC-196 to the Records Office.

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- E. Supervising Officer/designee Verification and Release Authorization shall:
1. Review transporting staff photo identification.
  2. Examine and verify the Writ.
  3. Confirm TRO is entered in WICS.
  4. Determine if a verified eWrit was received by the Records Office during the scheduling process via the TRO destination field.
    - a. If yes, accept a photocopy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
    - b. If no:
      - i. Accept the original signed and sealed copy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. When a photocopy is provided, copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
  5. Compare transporting officer's documents to the prepared TRO and verify against WICS Personal Characteristics Screen (ORPS010B) to see if there are any discrepancies in date, name, DOC number or date of birth. When discrepancies exist, review and approve/deny release.
  6. Confirm DOC-196 is completed.
  7. Confirm DOC-2077 is provided to transporting staff.
  8. Ensure a DOC-2549 is completed when the inmate is in RH status or other security concerns exist.
  9. Positively identify that the inmate being released is the correct inmate by ensuring the WICS photo matches the releasing inmate then requesting the inmate verbalize their name, DOC number and date of birth.
- F. Releases at a Time or Date Not Documented on the TRO
1. On occasion, a Sheriff's Department or Contract Transportation Agency may arrive to pick up an inmate for a court appearance at a time or on a date other than what is documented on an approved TRO.
  2. These may be approved by the Administrative On-Call, provided the following steps are completed:
    - a. Contact shall be made to the Sheriff's Department to confirm the request and the escorting staff's authenticity. The telephone number shall be obtained independently from a legal directory or other recognized source and not from the transporting staff.
    - b. Review WICS TRO destination field to determine if a verified eWrit was sent to the Records Office during the scheduling process.
      - i. If yes, accept a photocopy of the Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. If no:
        - (a) Receive an original Writ with raised Court seal or ink seal and Judge's or Court Commissioner's original signature are complete and verified.

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- (b) If a photocopy is provided, this copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
    - c. If confirmed, authorization for release to transporting staff may be approved by Administrative On-Call.
    - d. Once confirmed and approved by the Administrative On-Call, update the TRO in WICS to reflect new pick up date per the WICS External Movement User Guide.
  
- G. Releases Without a Prepared TRO After Business Hours
  - 1. On occasion, a Sheriff's Department or Contract Transportation Agency may arrive after business hours to pick up an inmate for a court appearance and no TRO has been entered into WICS or approved.
  - 2. These may be approved by the Administrative On-Call, provided the following steps are completed:
    - a. Transport Officers shall be required to produce their agency photo identification.
      - i. Staff shall check the credentials and confirm they are law enforcement officers or authorized Contract Agency Transportation staff.
      - ii. If credentials cannot be verified, contact shall be made with the transporting officer's agency to verify identification and confirm transport of inmate requested.
    - b. Verify Writ documents:
      - i. Receive an original Writ with a raised court seal or ink seal and Judge's or Court Commissioner's original signature complete and verified.
      - ii. If a photocopy is provided with identifying information (i.e., inmate name, DOB, county, case number, copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised Court seal or ink seal.
    - c. Check CCAP to verify a court appearance is scheduled.
    - d. Contact shall be made with the transporting agency to confirm the request and the escorting staff's authenticity. The telephone number shall be obtained independently from a legal directory or other recognized source and not from the transporting staff.
    - e. Contact shall be made with the facility Administrative On-Call for approval prior to release.
    - f. Once confirmed and approved by the Administrative On-Call, enter a TRO in WICS per the WICS External Movement User Guide.
    - g. Complete DOC-196.
  
- H. Receipt-In to Law Enforcement
 

DOC-195 shall be completed and provided to the law enforcement officer when an inmate is returned.

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### III. Writ WCCS/WWCS Centers Only

- A. Staff must be confident the inmate being released has been positively identified and there is appropriate legal documentation and authorization for a release to occur. When in doubt, do not release the inmate and follow up with the Superintendent, Supervisor, Clerk of Courts, US Marshals and/or the Sheriff's Department to confirm.
- B. Upon notification an inmate is to be released to court from the facility on a Writ, the following procedure shall be followed by designated staff:
1. Verify the inmate is housed at the facility.
  2. Verify inmate is not scheduled for off-site medical appointments or another Writ pick up by reviewing WICS TRO and Transfer Holds screens.
  3. Request the agency to provide the Writ electronically via email. When a Writ is received via email from a trusted law enforcement email address, a comment shall be entered into WICS TRO Destination field "Verified eWrit Received."
  4. Prepare TRO for court pickup per the WICS External Movement User Guide in WICS for a specific date upon notification from the Sheriff's Department, Federal Marshal's Office or appropriate designated representative of the Law Enforcement agency (e.g., District Attorney's Office or Contract Transport Agency) regarding a Writ.
  5. Enter a Transfer Hold into WICS per the WICS Transfer Hold Placement User Guide.
  6. Alert Health Services staff of any unscheduled court pickup to ensure completion of DOC-2077.
  7. Writs shall be scheduled a minimum of 48 hours in advance of the scheduled pickup.
  8. Emergency pickups with less than a 48-hour notice shall be honored provided there is appropriate documentation to support the exception.
  9. Verify questionable Writs for legitimacy and accuracy.
- C. Security Documentation/Identification/TRO During Business Hours
1. Staff shall review TRO Destination field to determine if a verified eWrit was sent during the scheduling process.
    - a. If yes, accept a photocopy of the Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers which may contain no stamps or seals.
    - b. If no:
      - i. Accept the original signed and sealed copy of the Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. When a photocopy is provided, this copy shall be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
    - c. When the TRO is not in WICS and has not been pre-scheduled:
      - i. Contact Social Worker, Supervisor or Superintendent.



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- ii. Staff shall check CCAP to verify a court appearance is scheduled. When CCAP does not indicate a court appearance, contact the county Clerk of Courts for confirmation.
    2. Transport Officers shall be required to produce their agency photo identification.
      - a. Staff shall check the credentials and confirm they are law enforcement officers or authorized Contract Agency Transportation staff.
      - b. If credentials cannot be verified, contact shall be made with the transporting officer's agency to verify identification and confirm transport of inmate requested.
    3. When transport is done by a contracted entity, such as Wisconsin Lock and Load or Allied Universal, staff shall confirm the transport officers are approved by verifying contractor provided employee information which can be accessed on the DAI Institution Entrance Approval List.
    4. Contracted transportation staff not identified on the DAI Institution Entrance Approval List shall be confirmed with the contracting Sheriff's Department or Contract Transport Agency prior to the inmate's release.
    5. Security shall take the transporting officer's documents and compare them to the prepared TRO and verify against WICS Personal Characteristics Screen (ORPS010B) to determine if there are any discrepancies in date, name, DOC number or date of birth. When discrepancies exist, advise the on-duty sergeant or Supervisor when on site for review and approval/denial of release.
      - a. Accept the original signed and sealed copy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - b. If a photocopy is provided, without the WICS comment of "Verified eWrit Received", this copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
    6. Upon confirmation of the Writ, a TRO shall be completed in WICS authorizing the release per the WICS External Movement User Guide.
    7. Complete DOC-196.
    8. After release, staff shall forward the Writ and signed DOC-196 to the Social Worker.
    9. The Social Worker shall forward the Writ and the DOC-196 to the Records Office.
- D. Security Documentation/Identification/TRO After Business Hours
1. Staff shall review TRO destination field to determine if a verified eWrit was sent during the scheduling process.
    - a. If yes, accept a photocopy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
    - b. If no:
      - i. Accept the original signed and sealed copy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.

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- ii. If a photocopy is provided, this copy must be certified by the Clerk of Courts as an exact duplicate and shall bear the Clerk's original signature and a raised court seal or ink.
    2. Staff shall require transport officers to produce their agency photo identification.
      - a. Check the credentials to confirm they are law enforcement officers or authorized contract transportation agents.
      - b. If credentials cannot be verified, contact shall be made with the transporting officer's agency to verify identification and confirm transport of inmate requested.
    3. When transport is being done by a contracted entity, such as Wisconsin Lock and Load or Allied Universal, staff shall confirm the transport officers are approved by verifying contractor provided employee information which can be accessed in the DAI Institution Entrance Approval List group folder.
    4. Contracted transportation staff not identified on the DAI Institution Entrance Approval List shall be confirmed with the contracting Sheriff's Department or Contract Transport Agency prior to the inmate's release.
    5. Staff shall take the transporting officer's documents and compare them to the prepared TRO and verify against WICS Personal Characteristics Screen (ORPS010B) to see if there are any discrepancies in date, name, DOC number or date of birth. When discrepancies exist, advise the on-duty sergeant or Supervisor when on site for review and approval/denial of release.
    6. Complete DOC-196.
    7. After release, staff shall forward the Writ and signed DOC-196 to the Social Worker.
    8. The Social Worker shall forward the Writ and the DOC-196 to the Records Office.
- E. Supervisor Verification and Release Authorization
1. The on-duty Sergeant shall review the information with the Supervisor when they are on site, then shall positively identify the inmate before releasing to the transporting agency.
  2. Review transporting staff photo identification.
  3. Examine and verify the Writ.
  4. Confirm TRO is entered in WICS.
  5. Determine if a verified eWrit was received during the scheduling process via the TRO destination field.
    - a. If yes, accept a photocopy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
    - b. If no:
      - i. Accept the original signed and sealed copy of a Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. When a photocopy is provided, copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.

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6. Compare transporting officer's documents to the prepared TRO and verify against WICS Personal Characteristics Screen (ORPS010B) to see if there are any discrepancies in date, name, DOC number or date of birth. When discrepancies exist, review and approve/deny release.
  7. Confirm DOC-196 is completed.
  8. Confirm DOC-2077 is provided to transporting staff.
  9. Ensure a DOC-2549 is completed when the inmate is in RH status or other security concerns exist.
  10. Positively identify that the inmate being released is the correct inmate by ensuring the WICS photo matches the releasing inmate then requesting the inmate verbalize their name, DOC number and date of birth.
- F. Releases at a Time or Date Not Documented on the TRO
1. On occasion, a Sheriff's Department or Contract Transportation Agency may arrive to pick up an inmate for a court appearance at a time or on a date other than what is documented on an approved TRO.
  2. These may be approved by the Administrative On-Call, provided the following steps are completed:
    - a. Contact shall be made to the Sheriff's Department to confirm the request and the escorting staff's authenticity. The telephone number shall be obtained independently from a legal directory or other recognized source and not from the transporting staff.
    - b. Review WICS TRO destination field to determine if a verified eWrit was sent during the scheduling process.
      - i. If yes, accept a photocopy of the Writ from Sheriff's Deputies, US Marshals or Contract Transport Officers.
      - ii. If no:
        - (a) Receive an original Writ with raised Court seal or ink seal and Judge's or Court Commissioner's original signature are complete and verified.
        - (b) If a photocopy is provided, this copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised court seal or ink seal.
    - c. If confirmed, authorization for release to transporting staff may be approved by Administrative On-Call.
    - d. Once confirmed and approved by the Administrative On-Call, update the TRO in WICS to reflect new pick up date per the WICS External Movement User Guide.
- G. Releases Without a Prepared TRO After Business Hours
1. On occasion, a Sheriff's Department or Contract Transportation Agency may arrive after business hours to pick up an inmate for a court appearance and no TRO has been entered into WICS or approved.
  2. These may be approved by the Administrative On-Call, provided the following steps are completed:
    - a. Transport Officers shall be required to produce their agency photo identification.

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- i. Staff shall check the credentials and confirm they are law enforcement officers or authorized Contract Agency Transportation staff.
  - ii. If credentials cannot be verified, contact shall be made with the transporting officer's agency to verify identification and confirm transport of inmate requested.
  - b. Verify Writ documents:
    - i. Receive an original Writ with a raised court seal or ink seal and Judge's or Court Commissioner's original signature complete and verified.
    - ii. If a photocopy is provided with identifying information (i.e., inmate name, DOB, county, case number, copy must be certified by the Clerk of Courts as an exact duplicate and bear the Clerk's original signature and a raised Court seal or ink seal.
  - c. Check CCAP to verify a court appearance is scheduled.
  - d. Contact shall be made with the transporting agency to confirm the request and the escorting staff's authenticity. The telephone number shall be obtained independently from a legal directory or other recognized source and not from the transporting staff.
  - e. Contact shall be made with the ~~facility~~ Administrative On-Call for approval prior to release.
  - f. Once confirmed and approved by the Administrative On-Call, enter a TRO in WICS per the WICS External Movement User Guide.
  - g. Complete DOC-196.
  - h. After release, staff shall forward the Writ and signed DOC-196 to the Social Worker.
  - i. The Social Worker shall forward the Writ and the DOC-196 to the Records Office.
- H. Receipt-In to Law Enforcement  
DOC-195 shall be completed and provided to the law enforcement officer when an inmate is returned.

**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**

II.

- A.
- B.
  - 1.
  - 2.
    - a.
    - b.
    - c.
  - 3.
- C.

III.

IV.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other