

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.08	Page 1 of 5
	Original Effective Date: 05/18/11	New Effective Date: 07/01/18
	Supersedes: 325.00.08	Dated: 04/20/16
	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: Minimum Custody Inmates Offsite Authorization		

POLICY

The Division of Adult Institutions shall ensure that a multi-disciplinary team reviews all inmates prior to consideration for placement in the community for approved off site activities.

REFERENCES

Wisconsin Statutes s. 303.065(2m) – Work release plan for prison inmates
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence and Release Provisions
Wisconsin Administrative Code Ch. DOC 309 – Resources for Inmates
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
DAI Policy 324.00.01 – Work and Study Release
DAI Policy 325.00.01 – Temporary Release Under Supervision-General
DAI Policy 325.00.04 – Inmate Drivers – Licensed Vehicles
DAI Policy 325.00.09 – Project Crews
DAI Policy 325.00.10 – Community Services
DOC Fleet Driver and Management Policies and Procedures Manual

DEFINITIONS, ACRONYMS, AND FORMS

Agency – Governmental or verified non-profit or charitable organization receiving agreed upon project crew services from a Facility.

ATR – Alternative to Revocation

Community Service – Off grounds crew assignments or on grounds DAI facility assignments which foster the goals of restorative justice and enhance or complement the efforts of community volunteers or civil servants but do not replace assigned or paid duties of these individuals.

Community Service/Project Crew – Agency Supervised – One to five minimum-community custody inmates and/or ATR offenders approved to perform supervised assignments outside the DAI facility perimeter for agencies with whom the DAI facility has agreed to provide a specified service. Supervision of the community service/project crew is the responsibility of the agency.

Community Service/Project Crew – DAI Facility Supervised – One to 12 minimum or minimum-community custody inmates and/or ATR offenders approved to perform supervised assignments outside the DAI facility perimeter for agencies with whom the

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DAI facility has agreed to provide a specified service. Supervision of the community service/project crew is the responsibility of a DAI facility staff.

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DNA – Deoxyribonucleic acid

DOC – Department of Corrections

DOC-2570 – Inmate Offsite Review

High Profile Case – Sex offenders, lifers and cases which have received media attention or would prompt community scrutiny or sensitivity to the crime; including any crime that resulted in death. These cases include historical convictions, adjudications, read-ins and non-sex offender registry required cases that include sex offense behavior.

SBN – Special Bulletin Notification

SORP – Sex Offender Registry Program

WICS – Wisconsin Integrated Corrections System

Work Release – A program that grants selected inmates the privilege of leaving the confines of state correctional facilities to participate in employment programs. Work release applies only to placement for employment.

PROCEDURE

I. General

- A. Inmates shall be selected for participation in approved off grounds activities and on community service, project crews, work release and inmate driver assignments by a multi-disciplinary facility team. Selection criteria shall include but is not limited to:
 1. Inmate request.
 2. Criminal history.
 3. Appropriate facility conduct history.
 4. Education and vocational skills.
 5. Positive work evaluations in facility job assignments.
 6. Inmate need for specific employment skill.
- B. Only the Warden/designee may permit inmates to leave the institution/center for participation in approved off grounds activities and on community service, project crews, work release or inmate driver assignments.

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- C. Superintendent/designee will complete appropriate section of DOC-2570 and forward all lifer, high profile, sex offender or crime resulting in death cases to the Warden/Deputy Warden for review.
- D. The Warden/Deputy Warden shall review and make a decision regarding off-site activities for sex offenders, lifers and high profile cases.
- E. If it is determined that an approved inmate is subject to a SBN, the Superintendent shall provide any required information to the SORP staff person responsible for issuing notice to law enforcement prior to allowing the inmate to be placed unescorted at a work release or other site in the community.
- F. When an inmate is approved for off grounds activities and is transferred to another facility for programming, upon successful completion of programming and return to the same facility, completion of a subsequent DOC-2570 is not required.

II. Off Grounds Application Process

- A. Social worker/designee shall complete the DOC-2570 for those inmates being considered for any off grounds activity.
- B. Review and copy file details of all past and present offenses for high profile cases including historical convictions/adjudications, read-ins and non-SORP registry as well as any crime resulting in death.
- C. Contact the DCC agent to determine victim information and location prior to recommending an inmate for offsite placement when the county of conviction is near the center.
- D. Contact the Office of Victim Services to determine the location of the victim if a registered victim is identified in WICS. Documentation shall be completed in COMPAS.
- E. Document work release experience, work skills/certificates and education level in the comments section of DOC-2570.
- F. For inmates incarcerated for operating under the influence, document the status of any court ordered assessment and driver safety plan.

III. Screening Process

The Warden/Superintendent/designee shall screen inmates using DOC-2570 to determine whether they are appropriate for consideration. The criteria that shall be considered includes, but is not limited to:

- A. The nature and seriousness of the inmate's offense.
- B. The inmate's prior criminal record.

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- C. The inmate's risk of escape.
- D. Any history of absconding while on community supervision or walking away from a halfway house or Huber facility placement.
- E. Potential victim issues.
- F. The inmate's DOC conduct record.
- G. The amount of time the inmate has served.
- H. The amount of time remaining before the inmate's anticipated release date.
- I. Verification that the inmate has had a DNA sample completed.
- J. Completion of, and/or motivation to complete, programs prescribed to reduce risk to the public.
- K. Detainers or criminal cases pending against the inmate.
- L. Medical or psychological concerns that may adversely affect the inmate's ability to safely operate a vehicle or interact with the public.
- M. Ensure inmates have complied with DAI Policy 324.00.01 prior to considering an inmate for work release.
- N. The results of the screening process shall be documented in the case notes section of COMPAS.

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: 325.00.08	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 325 Temporary Release Under Supervision		
Subject: Minimum Custody Inmates Offsite Authorization		
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.