

 <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> 325.00.08	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 05/18/11	<b>New Effective Date:</b> 05/29/24
	<b>Supersedes:</b> 325.00.08	<b>Dated:</b> 10/18/21
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 04/30/24	
	<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> Minimum Custody PIOC Off-Site Authorization		

## POLICY

The Division of Adult Institutions shall ensure a multi-disciplinary team reviews all PIOC 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 Community Service/Project Crew services from a facility.

ATR – Alternative to Revocation

Community Service – Off-site crew assignments or on-site 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 PIOC 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 PIOC 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.

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.

Northpointe Suite – Case management software application that houses COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) assessments, case plans and UA information for PIOC.

PIOC – Persons in Our Care

SBN – Special Bulletin Notification

SORP – Sex Offender Registry Program

WICS – Wisconsin Integrated Corrections System

Work Release – A program which grants selected PIOC 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. PIOC shall be selected for participation in approved off-site activities and assignments by a facility multi-disciplinary team. Selection criteria shall include, but is not limited to:
  1. PIOC request.
  2. Criminal history.
  3. Conduct report history.
  4. Education and vocational skills.
  5. Work evaluations in facility job assignments.
- B. Only the Warden/designee shall permit PIOC to leave the facility for participation in approved off-site activities.

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- C. Superintendent/designee shall complete appropriate section of DOC-2570 and forward all escape/absconding, lifer, high profile, sex offender or crime resulting in death cases to the Warden/designee for review.
- D. The Warden/designee shall review and determine off-site activities for escape/absconding, lifers, high profile, sex offenders or crimes resulting death cases.
- E. SBNs shall not go off-site without DOC Staff supervision.
- F. DOC-2570 shall be completed any time PIOC transfers to another minimum facility.

**II. Off-Site Application Process - Designated Staff shall:**

- A. Complete the DOC-2570 for PIOC being considered for any off-site activity.
- B. Review file details of all past and current offenses including dismissed but read-in.
- C. Contact the DCC agent to determine victim information and location prior to recommending PIOC for off-site placement when the county of conviction is near the facility.
- D. Contact the Office of Victim Services to determine the location of the victim when a registered victim is identified in WICS. Documentation shall be completed in the Northpointe Suite Notes.
- E. Document work release experience, work skills/certificates and education level in the comments section of DOC-2570.
- F. Document the approval or denial of the DOC-2570 in the Northpointe Suite Notes.

**III. Screening Process**

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

- A. Nature and seriousness of the offense.
- B. Criminal record.
- C. Risk of escape.
- D. Any history of absconding while on community supervision or walking away from a halfway house or Huber facility placement.

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- E. Potential victim issues including the risk of sexual abusiveness as determined by the PREA risk screening tool.
- F. DOC conduct record.
- G. Amount of time served.
- H. Amount of time before the anticipated release date.
- I. Verification a DNA sample has been collected.
- J. Completion of, and/or motivation to complete, programs assigned to reduce risk to the public.
- K. Detainers or pending criminal cases.
- L. Medical or mental health concerns which may adversely affect their ability to safely operate a vehicle or interact with the public.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Subject:</b> Minimum Custody PIOC Off-site Authorization		
<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.
    - 1.
      - a.
  - B.
  - C.
- II.
  - A.
  - B.
  - C.