

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.66	Page 1 of 5
	Original Effective Date: 08/19/02	New Effective Date: 05/06/19
	Supersedes: 300.00.66	Dated: 09/10/12
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Victim Attendance at a Parole Interview		

POLICY

The Division of Adult Institutions shall provide eligible victim(s) an opportunity to attend their Parole Commission interview and make a statement.

REFERENCES:

Wisconsin Statutes s. 304.06 – Parole from State Prisons and House of Correction
Wisconsin Statutes Ch. 950 – Rights of Victims and Witnesses of Crime
Wisconsin Administrative Code Ch. PAC 1 – Parole Procedure
Wisconsin Statutes Ch. 770 – Domestic Partnership

DEFINITIONS, ACRONYMS AND FORMS

DOC-1163M – Authorization for Disclosure of PHI Discussed at Parole Commission Hearing

DOC-1204 – Notice of Parole Commission Consideration

DOC-1204A – Notice of Parole Commission Consideration for Presumptive Mandatory Release

Family Member – As defined by Wisconsin Statutes s. 304.06(1)(a)(1), means spouse, domestic partner under Wisconsin Statutes Ch. 770, child, sibling, parent or legal guardian; and/or as defined by Wisconsin Statutes s. 950.02(3), means spouse, minor child, adult child, sibling, parent or legal guardian.

OVSP – Office of Victim Services and Programs

PC – Parole Commission

POC-0028 – Inmate Informational Brochure on Victim Attendance at the Parole Interview

PROCEDURE**I. General Guidelines**

A. Crime victims are defined as:

1. The victim of the crime committed by the inmate.
2. If the victim is deceased, an adult member of the victim's family or, if the victim is younger than 18 years old, the victim's parent or legal guardian.

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- B. Crime victim may also, or instead of, be defined as:
1. A person against whom a crime has been committed.
 2. If the person specified in Section I.A.1. is a child, a parent, guardian or legal custodian of the child.
 3. If a person specified in Section I.A.1. is physically or emotionally unable to exercise the rights granted under s. 950.04 or Article I, Section 9m, of the Wisconsin constitution, a person designated by the person specified in Section I.A.1. or a family member of the person specified in Section I.A.1.
 4. If a person specified in Section I.A.1. is deceased, any of the following:
 - a. A family member of the person who is deceased.
 - b. A person who resided with the person who is deceased.
 5. If a person specified in Section I.A.1. has been adjudicated incompetent in this state, the guardian of the person appointed for him or her.
- C. Victims shall meet the definition of victim in accordance with Wisconsin Statutes s. 304.06(1)(c)(3) and/or s. 950.02(4)(a) to be eligible to attend the interview.
- D. In order to be eligible for attendance at the interview, the victim must be directly associated with the crime(s) and case(s) being considered by the Commission. This includes crimes read into the record.
- E. Attendance may include telephone conference, videoconference or being at the interview in person. A determination will be based upon factors and discussions between OVSP, Warden/designee and Parole Commission.
- F. Victims may be allowed entry into an institution/center upon receiving notice from OVSP and as arranged by OVSP. Facility security procedures shall be followed.
- G. Victims shall be accompanied into the institution with a staff representative from OVSP. A county Victim Witness Coordinator may also accompany the victim as a support person.
- H. Inmates shall be notified via DOC-1204 or DOC-1204A victims may be in attendance at the release consideration interview.
- I. Security staff shall be present for the interview.

II. Staff Responsibilities

- A. Warden/Superintendent/Designee shall:
1. Receive notice of victim attendance from OVSP.
 2. Review attendance issues with OVSP and PC and accommodate victim attendance through a telephone conference, videoconference or being at the interview in person.

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3. With the assistance of OVSP, distribute notice to Social Worker/Records staff/designee.
 4. Ensure staff receives appropriate training relative to victim(s) attendance, such as sensitivity to victim issues and confidentiality.
 5. Ensure background check is conducted on victim(s).
- B. Social Worker/Records staff/Designee shall:
1. Act as a liaison between facility, PC and OVSP.
 2. Produce and provide an entrance memo to serve as notice of victim and OVSP staff attendance at the parole interview, including names, date and time, when the attendance is in person.
 3. Provide the inmate with POC-0028 following confirmation of victim attendance.
 4. Complete and review the DOC-1163M (sent out by OVSP) with the inmate, followed by placement of the form into the inmate's institution Social Services file.
 5. Reserve meeting room to accommodate victim(s), or arrange for video conference call or telephone conference call when necessary.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
Original Effective Date: 08/19/02	DAI Policy Number: 300.00.66	Page 4 of 5
New Effective Date: 08/13/20	Supersedes Number: 300.00.66	Dated: 05/01/13
Chapter: 300 Administrative		
Subject: Victim Attendance at a Parole Interview		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Peter J. Jaeger		

REFERENCES:**DEFINITIONS, ACRONYMS, AND FORMS**

DOC-1267 Visitor Notification

PROCEDURE:**I. Preparation**

- A. Upon notification that a victim will attend a parole interview, Records Staff will reserve a conference room for the interview.
- B. Records Staff will ensure OVSP staff are aware of the PDCI Entrance Guidelines for Non-Inmate Visitors.
- C. One week prior to the interview:
 1. Records Staff will prepare and post a DOC-1267.
 2. Records Staff will notify the following:
 - a. Inmate's Social Worker who will make sure inmate is aware of victim attendance and has received his copy of the POC-0028.
 - b. Security Director or Designee to assign an escort officer to be available for the duration of the victim's visit.

II. The Day of the Interview

- A. Only the victim, OVSP staff, and a County Victim/Witness staff may attend the interview with the Parole Commissioner and the inmate.
 1. The victim is allowed to bring additional support persons; however, these individuals must remain in the Building B lobby until the conclusion of the victim's visit.
 2. Lobby staff will be notified prior to the interview; additional support persons will be identified on the DOC-1267.
- B. The assigned escort officer will ensure the inmate is not allowed near the victim prior to or after the interview.
 1. The inmate should be sent to the HSU waiting area (Building H) prior to the scheduled time of the interview.
 2. The victim will wait in the Lobby (Building B) until just prior to the interview (in order to ensure the inmate does not cross the courtyard at the same time as the victim).
 3. The officer will escort the victim and accompanying person(s) to the interview room via the front door of Building H.

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- C. When directed by the Parole Commissioner, the escort officer will contact the HSU Sergeant to have the inmate sent to the conference room. The escort officer may remain in the room for the entire interview at the discretion of the Parole Commissioner.
- D. At the conclusion of the interview, the escort officer will contact the HSU Sergeant and send the inmate back to the HSU waiting area where he will remain until approved to return to his unit.
 - 1. Once the victim has been escorted back to the lobby, the escorting officer will notify the HSU Sergeant.
 - 2. The inmate may then return to his unit.
- E. The escorting officer will ensure there is no contact between the inmate and the victim outside of the Parole Commissioner presence.

III. Telephone/Videoconference Attendance Procedure

- A. Upon notification that a victim will attend a parole interview by telephone or videoconference, Records Staff will reserve a conference room for the interview. The inmate will be scheduled as usual for an appointment.
- B. On the day of the interview, Records Staff will ensure the room is ready and will test the equipment is operational prior to the interview.