

 <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> 302.00.01	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 06/05/03	<b>New Effective Date:</b> 06/07/21
	<b>Supersedes:</b> 302.00.01	<b>Dated:</b> 07/01/18
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 302 Inmate Classification, Sentence and Release Provisions		
<b>Subject:</b> BOCM Reclassification Committee Membership		

## POLICY

The Division of Adult Institutions shall have a Reclassification Committee assigned to every facility. Reclassification committee members shall process statutory requirements governing inmate classification and represent the DOC's interests in maintaining public, staff and inmate safety.

## REFERENCES

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

## DEFINITIONS, ACRONYMS AND FORMS

BOCM – Bureau of Offender Classification and Movement

DAI – Division of Adult Institutions

DOC – Department of Corrections

OCS – Offender Classification Specialist

RC – Reclassification (formerly known as Program Review Committee - PRC)

Second Step – A secondary review that occurs when the RC Committee cannot make a unanimous recommendation.

Third Step – A third review that occurs when the second step committee cannot make a unanimous recommendation.

## PROCEDURE

### I. RC Committee Members

- A. The BOCM Director shall designate an OCS to serve as the chairperson of the RC Committee at each facility.
- B. The Warden/designee shall assign at least one additional staff member to serve on the committee at each facility.
- C. Committee members shall possess the knowledge and experience necessary to fulfill the responsibility of evaluating inmate risk, program performance and provide recommendations for facility placement.

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- D. BOCM shall provide training resources to designated committee members. The training is an orientation related to the purpose and function of inmate classification, the role of a committee member and the procedures associated with the administration of RC hearings.
- E. When conducting hearings without the inmate present (i.e., the inmate has waived their attendance or their behavior/condition does not permit their attendance), committee members shall meet for the hearing either physically, by video conference, or phone to conduct the hearing.
- F. Committee members may not delegate their recommendation vote to the OCS or another committee member, or, cast their vote without direct participation in the hearing.
- G. The OCS shall ensure accuracy in identifying committee members present for each hearing.
- II. RC Committee Members – Second Step**
- A. The BOCM Director shall assign a BOCM Sector Chief to serve as a second step committee member at each facility.
- B. The Warden/designee shall assign a staff member to serve as the second step committee member at their site.
- III. RC – Third Step**
- The BOCM Director shall make the final decision.

Administrator's Approval: \_\_\_\_\_

*Sarah Cooper*  
Sarah Cooper, Administrator

Date Signed: 05/26/21

## DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 000.00.00	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> Title		
<b>Subject:</b> Title		
<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.

B.

1.

2.

a.

b.

c.

3.

C.

II.

III.

### RESPONSIBILITY

I. Staff

II. Inmate

III. Other