

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 302.00.01	Page 1 of 3
	Original Effective Date: 06/05/03	New Effective Date: 06/07/21
	Supersedes: 302.00.01	Dated: 07/01/18
	Administrator's Approval: Sarah Cooper, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 302 Inmate Classification, Sentence and Release Provisions		
Subject: 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: _____ **Date Signed:** _____
Sarah Cooper, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 2/28/07	DAI Policy Number: 302.00.01	Page 3 of 3
New Effective Date: 06/24/21	Supersedes Number: 302.00.01	11/14/18
Chapter: 302 Inmate Classification, Sentence and Release Provisions		
Subject: BOCM Reclassification Committee Membership		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jon Noble		

DEFINITIONS, ACRONYMS AND FORM

KMCI – Kettle Moraine Correctional Institution

FACILITY PROCEDURE

- I. In accordance with Section I. B. of this DAI policy, the KMCI RC Committee shall include a staff member from the following areas:
 - A. Security.
 - B. Administration.
 - C. Education.
- II. In accordance with Section II. B. of this DAI policy, the second step committee member at KMCI is the Warden/designee.