

 <p style="text-align: center;">DIVISION OF ADULT FACILITIES</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 302.00.05	Page 1 of 6
	Original Effective Date: 11/01/18	New Effective Date: 9/14/20
	Supersedes: 302.00.05	Dated: 11/01/18
	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: 302 Inmate Classification, Sentence and Release Provisions		
Subject: Inmate Request for Placement in DOC Contracted Facilities		

POLICY

The Division of Adult Institutions shall consider inmates eligible for placement in DOC contracted facilities per Wisconsin s.302.27.

REFERENCES

Wisconsin s. 302.27 – Contracts for temporary housing for or detention of persons on probation or prisoners.

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

DAI Policy 309.45.02 – Inmate Trust System Deductions

DAI Policy 325.00.08 – Minimum Custody Inmates Offsite Authorization

DEFINITIONS, ACRONYMS AND FORMS

BOCM- Bureau of Offender Classification and Movement

Contracted Facilities – Facilities providing housing, supervision and program opportunities in agreement with the Department of Corrections. Facilities include places in which persons convicted or suspected of crime are confined such as county jails, house of corrections, and tribal jails.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-761 – Interview Information Request

DOC-1163 – Authorization for Disclosure of Non Health Confidential Information

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information PHI

DOC-2570 – Inmate Offsite Review

MyDOC – DOC intranet

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OCS – Offender Classification Specialist

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Eligibility

- A. Eligible inmates shall meet the following criteria:
1. Has 12 months or less to their adjusted release date.
 2. Be classified as minimum community custody.
 3. Not have pending charges or detainers.
 4. Has not refused identified program needs.
 5. Approved for placement in the county jail by:
 - a. Warden/designee.
 - b. Sheriff, superintendent at the house of corrections or tribal chief of police.

II. Submission of Request

- A. To request consideration for placement in accordance with Wisconsin s.302.27, an eligible inmate shall submit a written request to their assigned social worker/designee using a DOC-761.
- B. The inmate shall sign DOC-1163 and DOC-1163A forms to allow the sheriff, superintendent at the house of corrections or tribal chief of police access to information to evaluate the request.
- C. The social worker/designee shall ensure the requested county or tribal jail placement is consistent with the assigned agent of record and county of release.
- D. A social worker/designee shall submit a request for consideration to the Warden/designee on the inmate's behalf by completing the DOC-2570 and providing the completed DOC-1163 and 1163A forms.
- E. The Warden/designee shall review the DOC-2570, DOC-1163 and DOC-1163A for appropriateness of the request and determine if the inmate meets the criteria for placement in accordance with DAI Policy 325.00.08 and in consultation with the DAI Security Chief.
- F. The Warden's decision to approve or deny the inmate for placement consideration as documented on the DOC-2570 is final.
- G. If the Warden supports the request they shall forward the DOC-2570 to the DAI Security Chief to determine if a contract is in place with the identified county or tribal jail.

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- H. The Director of the Office of Detention Facilities shall maintain a listing of county jails that have a contract with the DOC. A listing shall be maintained for the county sheriff, superintendent at the house of corrections or tribal chief of police that approved or declined a DOC county jail placement request on myDOC to facilitate access by the Warden/designee.
- I. If no contract exists, the Director of the Office of Detention Facilities shall contact the county or tribal jail to determine interest in placement of an inmate in accordance with Wisconsin s.302.27.
- J. The sheriff, superintendent at the house of corrections or tribal chief of police may request additional information from the assigned facility to evaluate the request.
- K. If after review the sheriff, superintendent at the house of corrections or tribal chief of police is interested in placement of the inmate he or she shall contact the DAI Security Chief.
- L. The DAI Security Chief shall confirm or request the county jail is added in WICS as a location.
- M. The DAI Security Chief shall notify the Warden/designee of the facility the inmate is located, of the approved placement in the county jail.

III. Denied Requests

- A. Denied requests shall be documented on the DOC-2570. The inmate shall be informed of the denial decision.
- B. The inmate shall not make another request for consideration within 6 months after the date of the denial.

IV. Approved Requests

- A. The Warden/designee approving the request shall contact the BOCM Director/designee to complete a subsequent action in WICS for documentation purposes only. The supervision and location shall transfer for the DOC contract site. The subsequent action shall include:
 - 1. DOC contracted site approved.
 - 2. Name of Warden/designee approving the transfer.
 - 3. Date of approval.
- B. The BOCM director/designee shall notify the BOCM transportation coordinator to make arrangements with the sheriff, superintendent at the house of corrections or tribal chief of police to arrange the transfer per contract.
- C. The BOCM transportation coordinator shall schedule the transfer in WICS when transfer has been arranged.

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D. Upon approval and transfer to the designated county jail, classification custody assignment pursuant to Wisconsin Administrative Code 302 is waived.

V. Approved Jail Placements

- A. While located in the county jail the inmate is subject to jail policies and rules.
- B. Counties shall immediately notify the DAI Security Chief as specified in the contract of:
1. Any significant misconduct.
 2. Violation of county study/employment policies.
 3. Criminal activity.
 4. Unauthorized leave or flight from any of those study/employment activities.
 5. Inmate request to return to a DOC facility.

VI. Employment, Educational and Program Activities for Jail Inmates

- A. Pursuant to WI s. 302.27 (2), the county may assume the responsibility for allowing inmates to engage in:
1. Employment-related activities including seeking employment.
 2. Employment training.
 3. Working at employment.
 4. Performing community service work.
 5. Attendance at an educational facility.
 6. Attendance at office visits with probation and parole agent.
- B. Prior to individual inmate placement in any work or education activities, counties shall consult with the DOC DAI division contact specified in their respective contract. This shall include, but not be limited to, victim related issues.
- C. Funds delivered to DAI for the inmate at the jail shall be subject to DAI policy 309.45.02. Funds delivered to the jail for the inmate at the jail shall be subject to the terms of the contract between the DOC and county jail, consistent with the county jail's assessment and remittance of funds to be paid towards court imposed financial obligations and/or other applicable fees.
- D. Other programs or job assignments may be made available to the inmate at the jail as jail resources and policy permits.
1. Inmates shall not earn DOC wages for work or program assignments provided by the jail.
 2. Program completions in the jail may not necessarily qualify as addressing criminogenic needs determined by DOC.

VII. Health Services

- A. Jails shall be responsible for the provision and costs of routine or emergency medical, mental health or dental service care.

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- B. Requests may be made to DOC for reimbursement of extraordinary emergency medical, mental health or dental service care.

VIII. Inmate Release from the Jail

- A. Reentry planning shall be coordinated between the DAI Social worker/designee and the DCC probation and parole agent.
- B. Date of release shall be determined and coordinated with the jail by authorized DOC Record staff.

IX. Return to DAI Facility

- A. The county may request return of an inmate to a DAI facility at any time by contacting the DAI Security Chief.
- B. DOC may remove an approved inmate from a jail and admit to a DAI facility at any time.
- C. When return to DAI is appropriate, the DAI Security Chief shall consult with the BOCM Transportation Coordinator to determine the temporary site placement, arrange the transfer per contract and schedule movement in WICS.
- D. A re-classification hearing shall be initiated upon return to a DAI facility.

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 11/09/18	DAI Policy Number: 302.00.05	Page 6 of 6
New Effective Date: 2/5/21	Supersedes Number: 302.00.05	Dated: 11/09/18
Chapter: 302 Inmate Classification, Sentence and Release Provisions		
Subject: Inmate Request for Placement in DOC Contracted Facilities		
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		

FACILITY PROCEDURE

- I. The social worker/designee shall confirm with Records staff inmate eligibility as listed in I.A.1 and 3 of this DAI Policy.
- II. Upon approval of the DOC-2570 from the Warden, the social worker/designee shall be notified and shall notify the inmate their request has been forwarded to the DAI Security Chief for review.
- III. Upon approval of the DOC-2570 from the DAI Security Chief, the Warden/designee shall notify the social worker and OCS.
 - A. The assigned social worker shall obtain a release address from inmates releasing as a maximum discharge.
 - B. The assigned social worker shall provide the release address information to the Business Office so release funds can be sent after release.
- IV. Upon denial from the Warden, the Warden/designee shall provide the inmate a denial letter and distribute the DOC-2570.