

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.01	Page 1 of 3
	Original Effective Date: 05/01/81	New Effective Date: 07/13/21
	Supersedes: 325.00.01	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: 325 Temporary Release Under Supervision		
Subject: Temporary Release Under Supervision – General		

POLICY

The Division of Adult Institutions shall provide for the temporary release of inmates from correctional facilities for purposes outlined in Wisconsin Administrative Code s. DOC 325.01.

REFERENCES

Wisconsin Statutes s. 302.15 – Prisons; State, County, and Municipal
Wisconsin Statutes s. 304.115 – Emergency Removal Order
Wisconsin Administrative Code Ch. DOC 302 – Inmate Classification, Sentence, and Release Provisions
Wisconsin Administrative Code Ch. DOC 306 – Security
Wisconsin Administrative Code Ch. DOC 324 – Work and Study Release
Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision
DAI Policy 306.00.02 – Escorting and Transportation of Pregnant Inmates
DAI Policy 306.00.13 – Transportation of Medical Vigils
DAI Policy 306.00.27 – Transportation of Inmates
DAI Policy 325.00.08 – Minimum Custody Inmates Off-Site Authorization
DAI Policy 325.00.09 – Project Crews
DAI Policy 325.00.10 – Community Services

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-45 – Temporary Release – Request/Order/Cancellation (WICS)

DOC-2570 – Inmate Offsite Review

WICS – Wisconsin Integrated Corrections System

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PROCEDURE

I. General Guidelines

- A. A completed, approved and signed DOC-45 shall be processed for each individual inmate temporary release.

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- B. A DOC-45 is not required for work release, project/community service crews, inmate drivers or study release placements. A DOC-2570 is required per DAI Policy 325.00.08.
- C. Only the Warden/designee shall order the temporary release of an inmate.
- D. In the event of a medical emergency or natural disaster, the Warden/designee may authorize the release, as necessary, without following this procedure. However, a DOC-45 shall be completed as soon as feasible after the release.

II. Facilities Shall:

- A. Complete the request section of the DOC-45 in WICS.
- B. Forward the DOC-45 to the Warden/designee.
- C. If approved, determine the conditions of release in accordance with Wisconsin Administrative Code s. DOC 325.07 including the level of supervision required.
- D. Attach a copy of the inmate's photo.
- E. Designated staff shall enter the departure and return time into WICS.
- F. If necessary, cancel the release order at any time in accordance with Wisconsin Administrative Code s. DOC 325.12.

Administrator's Approval: _____ **Date Signed:** _____
 Sarah Cooper, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Wisconsin Correctional Center System		
Original Effective Date: 05/01/81	DAI Policy Number: 325.00.01	Page 3 of 3
New Effective Date: 08/12/21	Supersedes Number: 325.00.01	Dated: 07/01.18
Chapter: 325 Temporary Release Under Supervision		
Subject: Temporary Release Under Supervision – General		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: /s/ Quala Champagne		

FACILITY PROCEDURE

The Warden designee is the center Superintendent.