

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Prairie du Chien Correctional Institution		
Original Effective Date: 10/29/20	Facility Procedure #: 900.418.10	Page 1 of 4
New Effective Date: 10/29/20	Supersedes Number: N/A	Dated: N/A
Chapter: 400 Security		
Subject: Release Procedures		
Required Posting or Restricted:	<input checked="" type="checkbox"/> Inmate	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
Warden's/Center Superintendent's Approval: Warden Peter J. Jaeger		

PURPOSE

To establish procedures for the orderly release of incarcerated persons.

REFERENCES

Administrative Code 309.466, 309.495
 DAI 300.00.12 – Earned Release Programs
 DAI 300.00.48 – Sex Offender Registration and Community Notification Law
 DAI 309.20.03 – Inmate Personal Property and Clothing
 PDCI 900.718.25 – Release Clothing
 Records Office Procedure I-01, I-02, E-05
 Wisconsin State Statute 165.84(4), 302.11, 302.113

DEFINITIONS, ACRONYMS, AND FORMS

<u>Digi Scan</u>	Electronic 2 Finger Identification Device
<u>ECRM</u>	Electronic Case Reference Manual
<u>PICS</u>	Photo Information Collecting System
<u>Release List</u>	A report compiled from WICS that lists upcoming releases along with pertinent information
<u>WICS</u>	Wisconsin Integrated Corrections System
<u>DOC-745</u>	Release Plan Information
<u>DOC-15</u>	Release Authorization
<u>DOC-10</u>	Probation & Parole Rules (in COMPAS - Correctional Offender Management Profiling for Alternative Sanctions)
<u>DOC-1121</u>	Notice of Release
<u>DOC-1121A</u>	Notice of Release CIP/ERP
<u>DOC-1759</u>	Sex Offender Registration (in Sex Offender Registry Tool-SORT)

FACILITY PROCEDURE**I. Releases: Mandatory Release, Extended Supervision, Parole, and Maximum Discharge**

- A. The assigned social worker shall complete release procedures as described in the Electronic Case Reference Manual (ECRM).
1. Refer to DAI 300.00.48 for sex offender registration.
 2. Refer to DAI 309.20.03 and PDCI 900.718.25 for property and clothing issues.

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- B. The social worker must turn completed release information in to the records office at least two weeks prior to the scheduled release date.
- C. The records office will prepare a DOC-1121/1121A and distribute one week prior to the scheduled release date.
- D. The security program assistant will take a release photo and download to the PICS system.
- E. The individual will report to the south side walk-through gate on the date of release; security staff will instruct the individual to enter Building B through door 106 to the holding area to change into release clothing.
 - 1. Transportation arrangements will be noted on the DOC-1121/1121A.
 - 2. No incarcerated persons allowed in the lobby area of Building B.
- F. Releases for individuals traveling with family or friends must occur after 8:30 a.m.
 - a. Prior approval from the security director is required for any exception.
 - b. No family/friends will be permitted to wait in the lobby area.
- G. An individual requiring a ride to the bus stop will be called to the holding area in Building B prior to the transport. All persons requiring a ride will be released in WICS before 7:30 a.m. to avoid the 7:40 a.m. count.

II. RESPONSIBILITY

- A. Records Office
 - 1. Maintain release list.
 - 2. Ensure release is proper per Records Office Procedures.
 - 3. Notify pertinent agencies of anticipated releases.
 - 4. Receive DOC-15 from social worker and enter information onto DOC-1121/1121A.
 - a. Ensure approved early release time is entered onto DOC-1121/1121A.
 - b. Place completed DOC-1121/1121A in Groups/Postings/Gate Passes/Releases folder.
- B. Social Worker
 - 1. Review release list to determine caseload.
 - 2. Ensure accuracy and completion of necessary forms per the ECRM in a timely manner.
 - 3. Contact agent with pertinent information.
 - 4. Refer to PDCI 900.718.25 for release clothing plans.

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5. Receive DOC-15 from agent, ensure accuracy, and forward to records and business offices.
 6. Ensure appropriate approval and email records office if release time is before 8:30 a.m.
 7. If DOC-1759 is required, complete and forward to the Bureau of Health Services 10 days prior to release.
- C. Incarcerated person
1. Plan for your release in the area of clothing, money, and transportation.
 2. Work with social worker to determine release plan.
- D. Business Office
1. Review release list to determine upcoming releases.
 2. Review DOC-15 to determine distribution of personal funds.
 - a. Close out account, including all earnings, savings, release funds, remainder of canteen, hobby or other purchases, and sales.
 - b. Issue a check payable to the individual in accordance with parole agent's instruction.
 3. Order bus ticket and work with social worker to determine appropriate bus route, when applicable.
- E. Security Program Assistant
1. Review release list to determine upcoming releases.
 2. Take photo of individual prior to release and upload to PICS.
 3. Complete Digi Scan and forward documentation to the records office.
- F. Property/Transport/Security
1. Review release list to determine upcoming releases.
 2. Process personal property according to DAI 309.20.03.
 - a. Secure packed property until time of release.
 - b. Hold release clothing sent in until day of release, but do not record on property inventory.
 3. Transport individual to designated release site as indicated on the DOC-1121/1121A.
- G. Security Supervisor
1. Clearly and positively identify the person being released using the printed face card (photo) from WICS and release form DOC-1121/1121A.
 2. Verify the individual's identity by asking for full name, birth date, and DOC number while in the holding area.
 3. Contact the records office for explanations or clarification if there are any discrepancies.

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4. Inform the individual of their reporting instructions listed on the DOC-1121/1121A.
5. If released to a county sheriff, DCC transport sergeant, etc. confirm identification of the staff to ensure the proper person is picking up the individual as noted on the DOC-1121/1121A.

H. Control Center Staff

1. Review DOC-1121/1121A for pertinent release information, including approved early release.
2. Ensure proper documents are in the control center for release (i.e. health summaries, medications).
3. Notify unit staff upon arrival of transport (i.e. family/friends, sheriff, etc.)
4. Instruct family/friends picking up the individual where to park for the release.
5. Arrange for an escort for the individual via walk-through gate to enter Building B door 106 to holding area.
6. Family/friends are required to wait in their vehicle for release of the individual. Provide instruction for delivery of release clothing.
7. Enter external moves in WICS.

I. Lobby Officer

1. Confirm release clothing and property for the individual are ready.
2. Allow the individual to change into release clothing.
3. Escort the individual into the sally port through Building B, door 106 after the supervisor has verified identity and direct to the north gate for release.
4. Inform the control center staff when to open/close the north gate via handheld radio.