GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

__________________________________
Doug Percy
Name of Individual Certifying this Document/Proposed Document

__________________________________
DAT Assistant Administrator
Title

__________________________________
Signature

6/25/19
Date Signed
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 325.00.08 – Minimum Security 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-120 – Inmate Face Card
DOC-2570 – Inmate Offsite Review
WICS – Wisconsin Integrated Corrections System

PROCEDURE
I. General Guidelines
   A. A completed, approved, signed DOC-45 shall be processed for each individual inmate temporary release.

   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 may 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 or DOC-120.

E. Ensure a copy of the DOC-45 is maintained. 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: ___________________________

Jim Schwochert, Administrator
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