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.

Silvia R. Jackson
Name of Individual Certifying this Document/Proposed Document

Doc Reentry Director
Title

[Signature]

April 16, 2020
Date Signed
April 2020 amendments for the Department of Corrections Electronic Case Reference Manual (ECRM) are outlined below. Each of the fourteen items identified are for the Division of Adult Institution (DAI). The DAI chapters include, Arrest, Pre-Sentence, Intake, Supervision, and/or Discharge. The content amended can be found in the identified chapter(s) as outlined below.

The current ECRM can be found by clicking on this link: [https://doc.helpdocsonline.com/home](https://doc.helpdocsonline.com/home)

1. **DAI > Supervision > Carey Guides & BITS**: Under Carey Guides language added referencing the use of Spanish version of the Carey Guides. The BITS language amended to include the six key areas BITS address.

2. **DAI > Discharge > Civil Commitment/980/ECRB**: Language added to identify the acronym DOJ as the Department of Justice

3. **DAI > Intake & Supervision > Family Illness & Emergencies**: Language added to reference the use of DOC 0831 is based on facility procedures.

4. **DAI > Intake > Initial Classification**: Language added identifying factors to take into account for assignment of custody. Program/treatment needs and assignment are to be considered in the custody factors.

5. **DAI > Intake & Supervision > LEP**: Language added for the role of Social Worker and Treatment Specialists

6. **DAI > Intake & Supervision & Discharge > Notary Service**: Language referencing DAI 300.00.56 and directs staff to utilize the institution notary public to assist in notarization of documents requested by inmates. This language was added to intake and discharge.

7. **DAI > Supervision > Pre-Release Curriculum**: Social Worker/Treatment Specialist language added to include: Refer inmates to the location of the Pre-Release Curriculum materials at the facility and assist in understanding the material as requested. During case plan review discuss the inmate’s progress related to criminogenic needs.

8. **DAI > Intake & Supervision & Discharge > Prison Rape Elimination Act (PREA)**: All staff, volunteers and contractors who have contact with inmates shall receive PREA training. PREA hotline number added. References/Resources updated.

9. **DAI > Intake & Supervision & Discharge > Security Incident Reports**: Common incidents for incident report updated to include inmate contact through third party. Language added to Discharge page.

10. **DAI > Supervision > Sex Offender Registration & Special Bulletin Notice (SBN)**: Added language to include not only registered SO, but also SBNs. Added reference/resource DOC-2496

11. **DAI > Supervision > Sex Offender Treatment (SOT)**: As of October 2019, a standardized SOT-2 curriculum was completed and approved for use by the DAI SOT Implementation Team.
12. **DAI > Intake & Supervision > Telephone Calls to Attorney**: New language added. Inmates may call attorneys regarding legal matters with the permission of the appropriate staff member and regardless of the inmate’s security status. To ensure these calls are not monitored and or recorded the inmate should complete a Telephone Request Attorney Add/Delete (DOC-1631 or DOC-1631S) form and forward to the appropriate staff member.

13. **DAI > Intake & Supervision > Telephone Calls**: Added language to regarding the effective 2019 phone system switching over to CenturyLink/ICSolutions. Removed language referencing the old system, Securus Correctional Billing Services. TDD/TTY phone calls, added language to include the need for deaf and hard of hearing inmates shall complete a Reasonable Accommodation Request, DOC -2150. International Call: Language added that inmates can make international phone calls using the inmate phone system. Language removed identifying parameters of who the calls can be made too. Social Worker/Treatment Specialist Responsibilities added.

14. **DAI > Intake & Supervision & Discharge > WICS Caseload Assignment**: New language for adding inmate to one’s caseload in WICS.
**Carey Guides and BITS**

Overview

The Carey Guides set includes thirty-three guides to help corrections professionals use Evidence Based Practices (EBP) with their clients. There are thirteen Blue Guides that address criminogenic needs and twenty Red Guides that address case management concerns. Each Guide follows a consistent format: background information provides the corrections professional with important research findings and contextual information to support the application of evidence-based approaches. Each Guide also contains a number of "skill practice tools."

The Tools are designed for use by offenders, with the assistance of their corrections professionals, to understand key criminogenic issues and build plans for successful behaviors in the future. The entire Guide should not be provided to the offender. The first section of the Guide (i.e., the narrative portion) is intended for the corrections professional. Correctional professionals only provide offenders copies of the actual Tools. The Tools themselves provide enough information to enable offenders to fill them out properly.

Each site has been provided with sets of the Carey Guides and can be copied for use by WI DOC staff only and cannot be utilized by contracted providers at this time. Spanish versions of the Carey Guides are available electronically. If your site has not requested a license to secure the electronic version contact the Office of Program Services.

**Brief Intervention Tools (BITS)**

BITs are intended for correctional professionals working with inmates in addressing skill deficits related to criminogenic needs through brief, structured interventions. The tools can be used as a supplement to The Carey Guides.

BITs are beneficial due to being brief, user-friendly, few in number, require minimal preparation or training and are intended to be used for spontaneous situations. BITs are an effective tool in providing a quick response to an issue that presents itself, as a method to help an inmate get “unstuck” or as way to intervene prior to or during risky thinking.
The tools focus on six key skill deficits that underlie a variety of manifested behaviors:

1. Decision Making
2. Overcoming Automatic Responses
3. Overcoming Thinking Traps
4. Problem Solving
5. Thinking Traps
6. Who I spend Time With

**Social Worker/Treatment Specialist Responsibilities:**

Carey Guides and BITS worksheets can be used when an inmate may be displaying some of the following: not following rules or staff directives, displaying anti-social attitude/behavior with staff or other offenders, offender struggles to hold him/herself accountable for his/her actions, or the offender may be struggling in an area that the Carey Guide or BITS worksheet covers. Staff can provide the inmate with the Carey Guide or BITS worksheet to complete. Staff will explain the intent of the intervention and provide direction on completion and follow up. If Carey Guides or BITS are used as an intervention document completion in unified case plan and level of engagement in a COMPAS note.

**References/Resources**

*DAI 300.00.25 Primary Program Status*

*MyDOC/Resources/BITS Toolkit*
Civil Commitment / Chapter 980 / ECRB

Chapter 980, Sexually Violent Person Commitments, creates a legal process whereby a court may order an indefinite civil commitment for treatment purposes of persons who have committed certain offenses and meet the statutory requirements. The process begins as the person nears the end of their criminal sentence in a DAI facility, juvenile commitment to a DJC facility, or commitment to the DHS as Not Guilty by Reason of Mental Disease or Defect.

Process

The 980 law is statute-driven. Inmates can only be civilly committed if they are incarcerated for 980 eligible crimes; namely a Sexually Violent Offenses or a Sexually Motivated Offenses (noted below).

Phase I – Ch. 980 Specialist Screens

- One Year Out (Estimated)

The 980 Specialist receives weekly lists of inmates a year (or less) away from release, and who are statutorily eligible (for commitment) or tagged in WICS as Sex Offenders. The 980 Specialist conducts file reviews to monitor eligibility, assess potential risk, and determine if further scrutiny is necessary. Cases that merit further attention (“Screen Ins”) are referred to the End of Confinement Review Board (ECRB). The 980 Specialist assigns these cases to ECRB writers.

Phase II – ECRB

- 6 Months Out (Estimated)

The given ECRB writer reviews inmate’s institution and field files, tracks down missing reports (e.g., police reports, juvenile file information, etc.), uses risk assessment tools to assess predicted risk, and prepares detailed report (DOC 1490). The ECRB writer presents report to the ECRB team for voting (majority rules though 980 Specialist has veto power). “ECRB Yes” cases are referred (by 980 Specialist) to the 980 Forensic Team for a Special Purpose Evaluation (SPE).

Phase III – SPE

- 30-60 Days Out (Estimated)

The given 980 Forensic Psychologist reviews file and ECRB report, and conducts interview with the inmate. (The inmate can accept or reject the interview request.) The psychologist renders a recommendation (“May Meet” or “May Not Meet”) based on the evaluation and a peer review. “May Meet” (or “SPE Yes”) cases are referred to the Department of Justice (DOJ), so long as the Secretary of the Department of Corrections authorizes the referral.
Commitment Criteria:
1.) **Eligible Crime** – Adjudicated, convicted or Not Guilty by Reason of Mental Disease or Defect of “Sexually Violent Offense” or “Sexually Motivated Offense” (noted below).
2.) **Mental Disorder** which predisposes person to engaging in acts of sexual violence and makes it more likely than not that the person will engage in future acts of sexual violence.

WI DOJ

The WI DOJ has the authority to reject or accept “SPE Yes” cases, though rejections are rare. The DOJ (or, in some cases, a District Attorney) petitions the court for 980 commitment and the legal process begins in court.

Social Worker/Treatment Specialist Responsibility

Educate/inform inmate on the process during release planning. Provide inmate with trifold (POC-0059) “Wisconsin Chapter 980 Program”.

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### Sexually Violent Offenses (16)

- 940.225(1) First Degree Sexual Assault
- 940.225(2) Second Degree Sexual Assault
- 940.225(3) Third Degree Sexual Assault
- 944.01 Rape (Old)
- 944.06 Incest
- 944.10 Sexual Intercourse with a Child (Old)
- 944.11 Indecent Behavior with a Child (Old)
- 944.12 Enticing a Child for Immoral Purposes (Old)
- 948.02(1) First Degree Sexual Assault of a Child
- 948.02(2) Second Degree Sexual Assault of a Child
- 948.025 Repeated Acts Sexual Assault - Same Child
- 948.06 Incest with a Child
- 948.07 Child Enticement
- 948.085 Sexual Assault of a Child in Substitute Care
- 971.17 Not Guilty by Reason of Mental Disease or Defect (for a Sexually Violent Offense)
- 975.06 Sex Crimes Law Commitment

### Sexually Motivated Offenses (14)

- 940.01 First Degree Intentional Homicide
940.02  First Degree Reckless Homicide
940.03  Felony Murder
940.05  Second Degree Intentional Homicide
940.06  Second Degree Reckless Homicide
940.19(2),(4),(5),(6) Aggravated Battery (Felony)
940.195(4) or (5) Aggravated Battery to Unborn Child (Felony)
940.30  False Imprisonment
940.305 Taking Hostages
940.31  Kidnapping
941.32  Administer Dangerous or Stupefying Drug
943.10  Burglary
943.32  Robbery
948.03  Physical Abuse of Child

Resources/Reference:

Wisconsin Statute Chapter 980

DAI 300.00.55

POC-0059 980 Brochure for Inmates

DOC-1490 End of Confinement Review Board Report
Family Illness & Emergencies

The institution receives information regarding the death of a family member and verifies its accuracy. The inmate's social worker, assigned psychologist, unit sergeant, chaplain, and security supervisors are informed. An emergency phone call to family can be allowed at this time.

Social Worker/Treatment Specialist Responsibilities:

Upon receiving information that an inmate’s family member has passed away, social worker should ask for information to verify accuracy – hospital, police department, funeral home, and/or coroner. Social Workers are expected to inform inmates of information regarding the death of a family member when they are in work status. Social Workers should relay pertinent information to unit staff, assigned psychologist, chaplain, and security supervisors upon completion of phone call. Social Workers should also document all pertinent information in a COMPAS note. Dependent on facility procedure, the DOC-0831 shall be completed and routed to appropriate institution staff in the event of an emergency phone call.
Initial Classification

Overview

An initial classification hearing shall be conducted after the inmate’s admission to DAI to determine custody, institution placement, program need, and the date of the next reclassification hearing.

Custody: Factors in assigning inmate custody are:
1. nature, number and seriousness of each offense
2. criminal record and juvenile delinquency adjudications
3. length of sentence
4. motivation for the crime
5. attitude towards the offense and sentence
6. conduct and adjustment during current or prior confinements or community supervision
7. time served
8. medical, dental and clinical needs
9. risk to a victim, witness, inmate or the public
10. program performance
11. pending legal matters or detainers
12. decisions by the Parole Commission
13. the results of External Classification Risk Rating Tool
14. inmate vulnerability or predatory behavior towards others
15. Record of escape, walkaways, or absconding
16. Security threat group incidents, activities or affiliations

Program/Treatment Needs: Inmates may be considered for academic/vocational assignments or treatment program assignments to achieve: safety and security of the public staff, institutions and inmates, reduction of the inmate’s risk of reoffending and successful community reentry. The department may consider factors listed above, results of assessments and screening instruments, inmate’s past performance in or compliance with programs, federal or state law requirements.

Placement: Considerations for site placement include:
1. inmate custody is matched with the security level of the facility;
2. program assignments;
3. sentence structure;
THE FOLLOWING PROCESSES ARE COMPLETED PRIOR TO or DURING THE INMATE’S INITIAL CLASSIFICATION (IC) STAFFNG INTERVIEW:

- COMPAS Core Assessment (as applicable)
- Alternative Screening Tools (as applicable)
- Risk Assessment in WICS

Social Worker/Treatment Specialist Responsibilities:
Refer inmate to the Offender Classification Specialist with any questions regarding this process.

Reference/Resources
- MyDOC/Directories/Central Office/Bureau of Offender Classification and Movement
- DAI Classification Documentation Standards
- External Classification Risk Rating Tool
Limited English Proficiency (LEP)

Overview:
Inmates, offenders, and youth in WI DOC custody and supervision are provided with language assistance if needed to have meaningful access to documents, services, and programs. This ensures that they are not precluded from accessing or participating in important programs or proceedings including those which may affect the duration and conditions of their confinement or supervision.

The Secretary appointed a cross-divisional LEP Executive Committee to provide guidance on implementation of ED#71 and division policies.

- Language Assistance – Services used to effectively communicate information between DOC staff and LEP inmates, while retaining the same meaning (true and accurate; not summarized). Interpretation – Verbal conversion of dialogue from one language to another and may be provided in person or via telephone and/or video conference. The interpretation must retain the exact meaning.
- Translation – Written conversion of documents from one language to another.

Two different avenues of document translation include (but are not limited to):
1. Certain routinely used DOC or division forms and documents shall be translated (written) pre-emptively if LEP inmate/offender/youth population meets or exceeds the percentage threshold of the total population as recommended by the US DOJ, or if determined to reduce DOC administrative workload and costs. The LEP Executive Committee provides guidance on need for pre-emptive document translation.
2. Individual inmate/offender/youth document translation - written translation and/or verbal interpretation shall be provided for documents and proceedings if relating to individual “vital documents” as defined in ED #71. For example, classification/parole/revocation reports, COMPAS Unified Case Plans (UCPs) and complaint responses would be provided in the inmate/offender/youth primary language (Spanish or other). The English-language version remains the official record.

Social Worker/Treatment Specialist Responsibilities:
Identify those in need of language assistance. Include information related to LEP Services on inmate’s reclassification reports. Your Business Office and/or facility’s LEP Coordinator can assist with identifying new contracted vendors and procedures from VendorNet. Staff members should refer to division policies for specific instruction.

Complete the DOC-1163T Authorization for Disclosure for Language Services whenever language services are used with an outside agency contract vendor. The purpose of the form is to authorize the WI DOC to disclose to language assistance vendors for following types of information; medical, dental, mental health, and alcohol and drug treatment information, and other information protected by confidentiality laws. The employee obtaining the signed DOC-1163T from an inmate shall file the original in the record pertaining to the purpose for which the DOC-1163T has been obtained. For example, a social worker would file the original in the Social Services File, an HSU employee would file the original in EMR/Medical Chart, a PSU employee would file the original in the PSU file.

Staff members utilizing LEP Services should complete an Incident Report in WICS. Refer to ‘Preparing LEP-Related Incident Reports’ on MyDOC for more information.

**Resources/Reference:**

- DAI 300.00.61 – Language Assistance for Limited English Proficiency (LEP) Inmates
- DAI Policy 300.00.61 Attachment – LEP Education & Treatment Plan
- POC-0067 Staff Handbook Communicating with Spanish Speaking Offenders
- MyDOC/Offender Management/Programs/Limited English Proficiency
- "I SPEAK" Cards
**Notary Services**

Per DAI 300.00.56 Notary Services to Inmates, specific documents may be notarized upon inmate request. Documents not specifically listed must be accompanied with official written documentation specifying its requirement before it will be notarized. Each institution will designate staff to perform notarial acts, and will identify a procedure for the completion of notary requests.

**Social Worker/Treatment Specialist Responsibilities:**

Refer the inmate to a notary public at the institution.
Pre-Release Curriculum

The Division of Adult Institutions provides a semi-structured, Pre-Release Curriculum to inmates to assist in facilitating their transition to the community.

**Process:**

All facilities must make available the Pre-Release Curriculum to inmates in a library or reentry resource room. Facilities will have full discretion as to the manner in which the curriculum is shared in these designated spaces.

Inmates participating in release planning meet with appropriate case planning staff to develop a plan to work on meeting identified goals and objectives on their case plan in COMPAS. These individualized plans take into account the inmate’s anticipated program requirements, work assignments and/or pending transfers in determining the time frame for participation in release planning activities.

**Pre-Release Needs – Identified topic areas that affect the likelihood inmates will be successful upon release include:**
- Education
- Employment
- Family Support
- Financial Literacy
- Health
- Housing
- Personal Development
- Transportation
- Wellness

**Social Worker/Treatment Specialist Responsibilities**

Refer inmates to the location of the Pre-Release Curriculum materials at the facility and assist in understanding the material as requested. During case plan review discuss the inmate’s progress related to criminogenic needs.

For additional information, the following references may be utilized:

DAI P&P 300.00.14 – Pre-Release Curriculum
DAI P&P 300.00.15 – Development and Use of Inmate Portfolio
**Prison Rape Elimination Act (PREA)**

The Prison Rape Elimination Act (PREA) was passed in 2003. The law created the National Prison Rape Elimination Commission (NPREC) and charged it with developing standards for the elimination of sexual abuse in confinement. The law required the Department of Justice (DOJ) to review the NPREC standards, make revisions as necessary, and pass the final standards into law.

The final rule became effective on August 20, 2012. The national standards were established to prevent, detect, and respond to sexual abuse and sexual harassment in confinement.

The Wisconsin Department of Corrections maintains a zero tolerance standard for sexual abuse and sexual harassment.

Under the Office of the Secretary, the PREA Office of the Wisconsin Department of Corrections is responsible for education, interpretation, compliance, investigations, auditing and data collection.

**Inmate Education** – Inmates shall receive education during the intake process and document receipt of such education in WICS using a signature pad.

**Risk Screening** – Screenings shall be conducted within 72 hours of admission and again within 30 days. Inmates shall also be rescreened when the facility receives new information that might bear upon their safety.

**Sexual Abuse Incident Reviews** – A team consisting of facility leadership, investigator(s), medical/mental health, and victim services coordinator(s) (VSC) shall conduct reviews within 30 days of the close of the substantiated and unsubstantiated sexual abuse investigation.

**Retaliation Monitoring** – VSC shall monitor inmates who allege sexual abuse for a period of at least 90 days (at least one status check every 30 days), or until the allegation is determined to be unfounded.

**Staff Training** – All staff, volunteers and contractors who have contact with inmates are shall receive PREA training.

If an inmate experiences, witnesses or suspects sexual abuse or sexual harassment they can report in ANY of these ways:

Tell ANY staff person

Send a request to ANY staff person

Call the PREA reporting hotline (#777 reports to DOC, #888 reports to agency outside of DOC)
Tell a family member, friend or outside support person; they may report on the inmate’s behalf by telling any staff person or submitting a report at www.doc.wi.gov (click on ‘Prison Rape Elimination Act’)

File an inmate complaint

Contact local law enforcement

**Social Worker/Treatment Specialist Responsibilities:**

If an inmate reports sexual abuse while confined you shall notify a security supervisor immediately. If the alleged abuse occurred within or around 120 hours, request that the alleged victim not take any actions that could destroy evidence (e.g. brush teeth, shower, use toilet, change clothing, drink or eat). Act to protect the offender from immediate harm. Gather basic information about the offender’s risk. Document the reported allegation, any concerns, notifications made and response by completing an incident report in WICS. Apart from reporting to designated supervisors, staff shall not reveal any knowledge, suspicion or information related to sexual abuse other than to the extent necessary to make treatment, investigation and other security and management decisions.

**References/Resources:**

Executive Directive #72

DAI Policy 410.30.01

DOC-2781B – PREA Screening Tool Male Adult

myDOC (Directories\Central Office\Prison Rape Elimination Act)

POC-0041 – Sexual Abuse Inmate Handbook PREA

POC-0054 – Preventing Sexual Misconduct and Harassment PREA

POC-0099 – Acknowledgment of Receipt of Access to Information PREA Education
**Security- Incident Reports**

In order to provide a uniform means of communication to report incidents and ensure supervisory review staff in DAI shall complete an Incident Report (IR) in WICS. All serious unusual incidents should be verbally reported to the Shift Supervisor immediately and then followed up by completing an IR. In all incidents which involve any level of use of force, IRs should be completed by all staff involved and prior to departure from the institution. IRs are also used to communicate less serious incidents that are important to the efficient, secure management of the institution. Examples of less serious incidents are an unlocked door, a visiting issue, or evidence of some activity that needs further investigation. The IR should be generated in clear, concise language and only contain factual information regarding the incident.

After a staff member completes an IR, a supervisor should acknowledge and respond prior to referral to the Security Director/Designee. The Security Director/Designee shall review all IRs and assign investigations, assign follow up and forward copies to appropriate staff. This document is confidential for staff use only and staff shall not make copies unless authorized to do so.

**Social Worker/Treatment Specialist Responsibilities:**

Complete Incident Reports as needed after involvement in an unusual serious incident or a less serious incident. If there is any question on if an IR should be completed contact a supervisor for direction. Upon receiving the final review by the Security Director/Designee follow through with any recommendation directed by the Supervisor or Security Director/Designee.

Common incidents for an Incident Report may include:

- Limited English Proficiency (LEP) Services
- PREA
- Threats to self or others
- Witness to a medical emergency or security disturbance
- Fraternization
- Inmate contact, including through third party, outside of the work place via phone calls, mail and social media.
For additional information, the following references may be utilized:

- DAI 306.07.01 Use of Force
- DAI 309.03.01 Reporting Serious Incidents, Events of Special Interest, Media Contact and Legislative Inquiries
- WICS Manual for Incident Reports (on MyDOC)
Sex Offender Registration and Special Bulletin Notification (SBN)

DAI shall ensure convicted sex offenders register. Registration serves as a means for monitoring and tracking, providing registry information to law enforcement, victims, organizations and the public to promote public safety and help detect and prevent crime. All offenders convicted of any included offense defined under WI Statute s. 301.45 or whose compliance is mandated by the court shall be required to register with the Department of Corrections.

Offenders whose conviction/adjudication/commitment emanates from another state may be required to register in Wisconsin.

Social Worker/Treatment Specialist Responsibility:

Complete the Sex Offender Registration electronically with the use of SORT and a signature pad.

When technology does not allow, you may use the paper DOC-1759 and mail it to WI DOC Sex Offender Registry.

Read Requirements #1-11 to inmate/registrant. Registrant should initial besides each requirement after being informed of the requirement. Obtain registrant signature to acknowledge registration requirements have been read to the individual. If registrant refuses to sign, write “REFUSES TO SIGN” and notify SOR. It is necessary to complete these sections before release from prison.

Social Worker shall sign to acknowledge registration requirements have been reviewed with registrant and provide signed copy.

Sex Offender Registration shall be completed and forwarded to SORP at least 10 days prior to release except if cases are identified as a Special Bulletin Notice (SBN). If cases are identified as SBN the SOR shall be completed/forwarded to SORP at least 44 days prior to release.

WI Statute s. 301.46 requires the Department of Corrections to notify local law enforcement of the anticipated release of any sex offender who has been convicted of two or more registerable sex offenses or the same registerable offense two or more times and also of any sex offender committed as a Sexually Violent Person under Chapter 980.

Inmate releasing on maximum discharge or to detainer/interstate compact are also required to register as above.

Resources/Reference:

WI Statute s. 301.45 – Sex Offender Registration

WI Statute s. 301.46 – Sex Offender Community Notification Law

DAI Policy 300.00.45 – Sex Offender Registration and Community Notification Law

DOC-2496 Special Bulletin Notification
POC-0101 – Instructions for Completing the Paper Wisconsin Sex Offender Registration Form DOC-1759

POC-0042 – What You Need to Know About Your Reporting Requirements as a Registered Sex Offender in WI (brochure)

SORT – Sex Offender Registry Tool (found on myDOC/Applications)
Sex Offender Treatment (SOT).

As of October 2019, a standardized SOT-2 curriculum was completed and approved for use by the DAI SOT Implementation Team. As new SOT-2 groups are formed, it is recommended that all staff use the new curriculum. Since this is a new manual some minor changes may be necessary in the future. The goal is to have all institutions using the same curriculum to allow for ease of data review and quality assurance.

Social Worker/Treatment Specialist Responsibilities:

- When necessary, work with SOT facilitators and other essential staff to enter start/end dates in the OPS- Program Delivery Schedule SharePoint site.
- As determined by the site, document start/end dates and end statuses/sub-statuses in WICS for program tracking.
- Update Re-Classification documents to reflect programmatic changes in status, as determined by SOT facilitators.
Telephone Calls to Attorneys

Inmates may call attorneys regarding legal matters with the permission of the appropriate staff member. Such calls may be made regardless of the inmate’s security status. An inmate’s telephone calls to an attorney are not subject to the maximum limit in number, and an attorney’s name need not be on the inmate’s approved visiting list. Properly placed and approved attorney telephone calls will not be recorded. Collect telephone calls to attorneys can be made utilizing the inmate phone system. To ensure these calls are not monitored and or recorded the inmate should complete a Telephone Request Attorney Add/Delete (DOC-1631 or DOC-1631S) form and forward to the appropriate staff member. The facility/institution will forward the form to the inmate phone carrier/vendor, who will then send a letter to the attorney to verify that they are the attorney of record and willing to accept the inmate’s collect call/s. The inmate phone carrier/vendor will enter attorney phone numbers into the phone system upon receipt of affirmative response from the attorney and will notify the facility/institution by returning the approved form.

Attorneys can initiate phone calls with their clients by calling the facility/institution to arrange.

Resources/Reference:

WI Statute s. 309.405 – Telephone Calls to Attorneys
DAI Policy 309.39.01 – Monitoring and Recording of Inmate Telephone Calls
DOC-1631 – Telephone Request Attorney Add/Delete
DOC-1631S – Telephone Request Attorney Add/Delete (Spanish)
**Telephone Calls**

The department shall encourage communication between an inmate and an inmate’s family and friends. The Division of Adult Institutions monitors/records telephone call to ensure the safety of staff, inmates, victims and the community.

**Collect Calls**

Inmate shall sign the Acknowledgment of Monitoring PIN Number Usage and Recording of Telephone Calls (DOC-1556). Each inmate is permitted to make a minimum of one telephone call per month. Where resources permit, more than one telephone call may be allowed and is encouraged. All calls should be made collect on the inmate phone system unless payment from the inmate’s general account is approved. Inmates may be prohibited from using the inmate phone system if in restrictive housing status or on loss of phone.

Inmates may only place outgoing collect calls to family and friends and cannot receive incoming calls to their facility. Effective 2019, the inmate phone system switched over to CenturyLink/ICSolutions. Once the inmate is enrolled they may request to add funds to their calling account with ICSolutions. Funds are added through the inmate phone system prompts. Funds are then available to use after the business office processes the request. Family and friends can establish a pre-paid account that allows them to accept calls as well. That can be done online [https://ICSolutions.com](https://ICSolutions.com) or over the phone at 1-888-506-8407 or with a cashier’s check or money order through the mail at:

- CenturyLink/ICSolutions
- Attn: Customer Service
- 2200 Danbury Street
- San Antonio, TX 78217

**TDD/TTY/Video Phone Calls**

Telephone calls placed using TDD/TTY/video phone shall be granted timeframes three times longer than regular telephone calls. Telephone calls involving relay services including deaf and hard of hearing inmates as well as deaf and/or hard of hearing members of the public, shall be granted with prior approval from staff. Deaf and hard of hearing inmates shall complete a Reasonable Accommodation Request (DOC-2150) and submit to the facility ADA
Coordinator. Deaf and hard of hearing members of the public shall return a completed Relative/Associate Requesting Telephone Relay Accommodations (DOC-2649) to the attention of the facility ADA Coordinator prior to receiving a relay call.

**Emergency Call**
In cases of verified emergencies, including but not limited to critical illness or death of a close family member of an inmate, a special telephone call may be permitted regardless of the security status or the number of calls already made during that month. Calls will be placed on the institution phone system in the presence of staff as these calls are not recorded or monitored.

**Inmate to Inmate Call**
The department shall permit an inmate to make a telephone call to the inmate’s spouse, parent, or child committed to another Wisconsin correctional or mental health institution. The department shall permit calls under this section only after prior arrangements through appropriate staff have been made. These calls are subject to the limit for collect calls to family or friends; including the amount of calls allowed per month and length of calls. Inmate to inmate telephone calls shall be monitored by staff. Calls will be placed on the institution phone system in the presence of staff as these calls are not recorded or monitored. Inmates in restrictive housing status may be prohibited from placing inmate to inmate calls.

**International Call**
Inmates may place an international telephone call using the inmate phone system.

**Social Worker/Treatment Specialist Responsibilities:**
In reported cases involving critical illness/death of a close family member, SW/TS should verify illness/death as well as family relationship.

If an inmate requests a phone call with a family member (spouse, parent, child) in another facility SW/Treatment Specialist should verify relationship and contact SW at other facility to arrange. SW/Treatment Specialist will complete a disbursement request to cover the cost of
the call and have the inmate sign authorizing payment. SW/Treatment Specialist will monitor the call to the family member and document in a COMPAS note.

Resources/Reference:
DAI Policy 309.39.01 – Monitoring and Recording of Inmate Telephone Calls
DOC-2649 – Relative Associate Requesting Telephone Relay Accommodations
DOC-2150 – Reasonable Accommodations Request
WI Statute s. 309.39 – Inmate Telephone Calls
WI Statute s. 309.41 – Incoming and Emergency Calls
WI Statute s. 309.42 – Calls between Inmates
WICS Caseload Assignment

The WICS header for an inmate contains an icon titled **Caseload**. Clicking on this icon displays the inmate’s assigned social worker and agent. It is imperative that the name of the assigned social worker be kept current relative to successful management of the inmate. This information is utilized to identify an inmate’s assigned social worker in order to direct calls and correspondence, monitor staff caseloads, electronically sort a variety of business process lists – e.g., classification recall lists, electronically notify the social worker from within various WICS processes – e.g., Parole Commission and BOCM email notices.

**Social Worker / Treatment Specialist Responsibilities**

Staff at your site shall enter the name of the assigned social worker / treatment specialists into WICS within 2 working days of the inmate’s:

1. Admission to your facility, or,
2. Following a change of social worker /treatment specialist assignment within your facility.

Note: DCI only is exempt from naming a social worker while an inmate is in Intake and Reception status.

This entry is done via the **Inmate Case Notes** module (ICCS010A/B) in WICS. For additional information reference My DOC Home Page> About DOC> Manuals> WICS Manuals> Social Worker> 01 Assign Social Worker to Inmates.