

Reclassification

Overview:

The Reclassification (RC) process ensures continuous review of an inmate's custody, program need assignments, and institution placement per Administrative Code.

Custody: The factors in assigning inmate custody are found in DOC 302.11.

Program Need Assignments: Inmates shall be considered for academic/vocational assignments and/or program assignments in accordance with DOC 302.13 and DOC 302.14.

Institution Placement: Considerations for site placement include:

1. Inmate's assigned custody and the security level of the facility
2. Program needs
3. Sentence structure
4. Area of release

Two types of RC reviews:

1. Scheduled – A scheduled review is determined by an established recall date.
2. Early – When there is a significant change affecting custody level, program needs or institution placement. A designated staff member or inmate may request an early review be conducted per DOC 302.17 Inmates requesting an early recall shall complete the DOC 2212 Early Reclassification (RC) Hearing Request.

Reclassification hearings shall be conducted by a reclassification committee to determine custody, institution placement, program need and the date of the next reclassification hearing. Reclassification hearings shall be conducted in accordance with DOC 302.17.

Recommendation/Decision:

Upon completion of the reclassification hearing the inmate is advised of the recommendation regarding:

- Inmate Custody Classification
- Program Need Assignment(s)
- Institution Placement
- Reclassification Recall Date (month/year)

When a Reclassification committee is unable to reach a unanimous decision, the hearing will advance to the Second Step process.

Second Step Process:

This committee is comprised of the BOCM Sector Chief and Warden/designee. The members will review the case facts and communicate and make a recommendation/ regarding custody, program, and placement.

When the second step committee cannot come to a unanimous decision, the hearing will advance to the third step process.

Third Step Process:

This final process is conducted by the BOCM Director.

Inmate Classification Report (ICR):

At the conclusion of the Reclassification hearing, BOCM staff shall prepare a report in WICS Classification Action ICCSO11B in accordance with DOC 302.17 and DAI Documentation Standards. The finalized ICR is distributed to the inmate and the social service file. A web-based record is maintained in WICS.

Administrative Review:

Using the DOC-1292 Administrative Review of Classification Decision, the inmate may file a request for formal review of the classification decision within ten calendar days of receipt of a written decision, if it is believed the decision was based on erroneous information. The inmate shall mail this completed form to BOCM staff at Central Office in Madison. The inmate will receive a written decision on DOC-1292B.

Social Worker/Treatment Specialist Responsibilities:

Staff utilize the WICS Social Worker Caseload Search to identify scheduled recalls for the month. Prison → Classification → Social Worker Caseload Search

Staff are responsible for completion and accuracy of the pre-hearing components of the Inmate Risk Assessment (ICCS030B) in WICS: Prison → Classification → Inmate Risk

ECRM> DAI>Supervision > Reclassification

Assessments and of the Inmate Classification Report (ICCR204) in WICS: Prison →
Classification → Classification Actions.

To complete the pre-hearing process, the staff shall complete the following sections in WICS according to the Reclassification WICS User Guide, DAI Documentation Standards, and the BOCM Risk Rating Instructions.

- Risk Rating
- Current Offense Description
- Current Field Supervision Violation Comments
- Pending charges
- Offense History
- Adjustment Comments
- Pre-hearing Inmate Comments
- Staff Appraisal and Recommendations

Resources/References:

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

Wisconsin Administrative Code Ch. DOC 303 – Discipline

DAI 302.00.01 BOCM Reclassification Committee Membership

DOC 2212 Early Reclassification (RC) Hearing Request

****For Kellie – can a link be added to the BOCM page on MyDOC where additional classification information can be accessed?**

DAI Inmate Classification Report Documentation Standards

External Classification Risk Rating (custody) Tool Instructions