



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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.

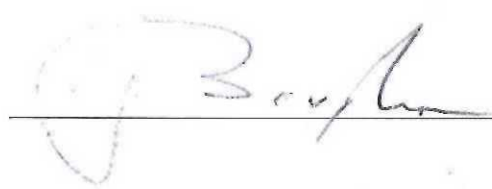
I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Gary Boughton

Name of Individual Certifying this Document / Proposed Document

Warden

Title



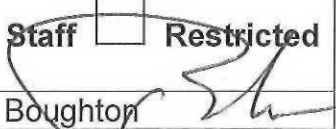
Signature

3/3/2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Wisconsin Secure Program Facility		
Original Effective Date: 06/25/08	Facility Procedure #: 900.320.01	Page 1 of 3
New Effective Date: 03/09/20	Supersedes Number: 900.320.01	Dated: 05/31/19
Chapter: 900 Miscellaneous-Program		
Subject: Release of Offenders		
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 Gary Boughton 		

PURPOSE:

To establish a procedure for the release of offenders from the institution upon sentence completion or when authorized by legally constituted authority.

REFERENCES

DAI 300.00.48 – Sex Offender Registration and Community Notification Law

DAI 309.20.03 – Inmate Personal Property and Clothing

Records Office Procedures

Electronic Case Reference Manual

DEFINITIONS, ACRONYMS, AND FORMS:

DOC-0015 - Offender Release Authorization

DOC-1121 - Notice of Release

ECRM – Electronic Case Reference Manual

WICS – Wisconsin Integrated Corrections System

WSPF – Wisconsin Secure Program Facility

PROCEDURE:**I. Social Worker Responsibilities**

- A. Refer to the Electronic Case Reference Manual (ECRM) for release procedures.
- B. The housing placement of an offender within 90 days of being released from WSPF shall be the determining factor of which social worker shall perform responsibilities within the ECRM. Once determined, the social worker shall remain the point of contact for release issues.
- C. Refer to DAI 300.00.48 for sex offender registration.
- D. If an inmate requests to be released from the institution to friends/family the WSPF Security Director shall be consulted two months prior to the inmates

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Wisconsin Secure Program Facility		
New Effective Date: 03/09/20	Facility Procedure #: 900.320.01	Page 2 of 3
Chapter: 900 Miscellaneous-Program		
Subject: Release of Offenders		

release for coordination of transport/release if safety of institution, staff and or community is of concern.

E. Upon approval of the WSPF Security Director/designee friends/family may be allowed to pick up the inmate from the institution during regular business hours of 8:00 am to 4:00 pm unless prior approval from the Security Director has been obtained to pick up outside these hours.

F. Provide notification of direct discharges to the agent.

II. Records Office Responsibilities

Refer to Records Office Procedures in regards to release responsibilities.

III. Property Staff Responsibilities

A. Pack inmate property and complete inventory. Secure packed property until time of release.

B. Hold any release clothing sent to the institution until the day of release, but do not record it on the offender's property list.

C. On the day of release, take release clothing to the intake area along with the packed property.

IV. Business Office Responsibilities

A. Process all monetary transactions upon receipt of the Notice of Release (DOC-1121) and Offender Release Authorization (DOC-15).

B. Charge any state-issued clothing, if needed, against the inmate's account if funds exist.

C. Close out inmate's account, which includes all earnings, savings, release fund account, remainder of canteen and hobby or other purchases and sales. Determine any remaining institution debts prior to issuing a check to the inmate.

D. Issue a check upon release payable to the inmate in accordance with parole agent's instruction.

V. Security/Security Supervisor Responsibilities

A. Ensure inmate is in intake area at appropriate time for release from institution.

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Wisconsin Secure Program Facility		
New Effective Date: 03/09/20	Facility Procedure #: 900.320.01	Page 3 of 3
Chapter: 900 Miscellaneous-Program		
Subject: Release of Offenders		

- B. Complete inmate Digi-scan and photo set in the intake area prior to release.
- C. Allow inmate to change into release clothing and account for any institution clothing the inmate is wearing. If inmate releases wearing state issued clothing forward list of state issued clothing to the business office.
- D. If inmate is being picked up by family/friend, escort inmate through the intake garage to the sally port area. Verify release of inmate with staff assigned to the elevated observation post. Escort inmate through the sally port pedestrian gate for release.
- E. Enter external movement into WICS.

