



# 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.

Quala Champagne

Name of Individual Certifying this Document / Proposed Document

Warden

Title


[Signature]

Signature

2 March 2020

Date Signed

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

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 302.00.14	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 10/10/05	<b>New Effective Date:</b> 03/09/20
	<b>Supersedes:</b> 302.00.14	<b>Dated:</b> 06/17/19
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 302 Inmate Classification, Sentence and Release Provisions		
<b>Subject:</b> Petition of Sentence Adjustment to Court – 75 and 85%		

**POLICY**

Inmates sentenced under Truth in Sentencing for an offense other than a Class B felony may petition the Court for modifications of bifurcated sentence.

**REFERENCES**

2001 WI Act 109 – An act relating to state finances and appropriations  
2011 WI Act 38 – An act to repeal and amend portions of 2009 WI Act 28 and certain Wisconsin statutes; an act to create new statutes related to corrections and sentencing  
Wisconsin Statutes s. 973.195 – Sentence adjustment, 75 and 85%  
Wisconsin Statutes s. 973.198 – Sentence adjustment; positive adjustment time  
Records Office Procedure B-05 – Amended – Modified Sentence

**DEFINITIONS, ACRONYMS, AND FORMS**

Active sentence – For purposes of this policy, any sentence that has not reached its release date.

Applicable Percentage – 75% for a Class F to I felony and 85% for a Class C to E felony.

Bifurcated Sentence – Sentence that consists of a term of confinement in prison followed by a term of extended supervision.

CR-258 – Petition for Sentence Adjustment §973.195

CR-260 – Order Concerning Sentence Adjustment §973.195

CR-261 – Verification of Time Served

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-173 – Offender Conduct Record

DOC-184 – Disbursement Request

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JOC – Judgment of Conviction

Truth in Sentencing (TIS) – Bifurcated sentence to imprisonment in the Wisconsin state prisons for a felony committed on or after December 31, 1999 or a misdemeanor committed on or after February 1, 2003.

## **PROCEDURE**

### **I. Wisconsin Statutes s. 973.195 Requirements**

- A. An inmate who is serving a bifurcated sentence for a crime other than a Class B felony may petition the sentencing Court to adjust the sentence if the inmate has served at least the applicable percentage of the term of confinement in prison portion of the sentence.
- B. If an inmate is subject to more than one sentence or count, the sentences or counts shall be treated individually for purpose of sentence adjustment.
- C. An inmate may submit only one petition for each sentence and count imposed.
- D. An inmate who submits a petition under Wisconsin Statutes s. 973.198 may not apply under Wisconsin Statutes s. 973.195 for adjustment of the same sentence for a period of one year from the date of the 973.198 petition.

### **II. Inmate Shall:**

- A. Petition for Sentence Adjustment must be on CR-258 which is available in the library.
- B. A completed CR-258 must be provided for each sentence/count if there is more than one being petitioned.
- C. Per Wisconsin Statutes s. 973.195, inmates are limited to one petition for sentence adjustment for each bifurcated sentence/count.
- D. Complete petition and forward to the Records Office. The following steps shall also be followed by anyone acting on behalf of the inmate.
  1. Must include a sufficiently stamped envelope addressed to the Court.
  2. Submit a DOC-184 for a copy of the DOC-173 and copies of JOCs for active sentence(s) to be mailed to the Court.
    - a. A complete DOC-173 is required by the Court.
    - b. CR-261 requires that copies of JOCs of any other active sentence(s) be attached.
    - c. Records Office staff shall copy and submit the complete DOC-173 and any other active JOCs with the petition.
  3. Submit a separate DOC-184 for any additional postage costs.
  4. Supporting documentation may be attached to the petition such as copies of:
    - a. Prison program participation.

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- b. Education, and/or treatment certificates.
- c. Other justification documentation.
- d. Changes in law or procedure documentation.
- e. Deportation documentation.
- 5. Any supporting documents the inmate provides shall not be copied by the Records Office or returned to the inmate.

E. For Milwaukee County Cases Only, the petitions shall be addressed to:  
(insert name), Milwaukee County Staff Attorney  
Room 117, Safety Building  
821 W. State Street  
Milwaukee, WI 53233

**III. Records Office Shall:**

- A. Receive from the inmate:
  - 1. Completed CR-258 for each count.
  - 2. Sufficiently stamped envelope that is properly addressed to the Court.
  - 3. Any documentation that the inmate includes along with the petition.
  - 4. DOC-184 for a copy of the DOC-173 and copy of JOCs of any other active sentence(s). Ensure the inmate DOC number provided on the DOC-184 is verified.
  - 5. A separate DOC-184 for any additional postage costs, if necessary.
  - 6. Verify sufficient funds are available for postage and copies.
- B. Complete the sentence computation and file.
- C. Complete the CR-261 and have the form notarized or letter indicating reason for non-submission.
- D. Copy the complete DOC-173, if a CR-261 is submitted, and have it stamped with a notary seal to ensure the Court understands that the document originated from the DOC.
  - 1. Even if there are no recorded DOC-9s on the inmate's DOC-173, a copy of the DOC-173 shall still be included and notarized.
  - 2. All copies contained in the inmate's legal file of the DOC-173 are to be included with the petition and each page shall be notarized.
- E. Copy JOCs of any other active sentence(s) and attach to the CR-261.
- F. Mail all documents to the sentencing Court in the envelope provided by the inmate.
- G. Receive the CR-260 from the Court.
  - 1. Refer to Records Office Procedure B-05 if the Court grants the petition.
  - 2. If the petition has been denied, file the CR-260 in the legal file.

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**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**.DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Wisconsin Correctional Center System		
<b>Original Effective Date:</b> 10/10/05	<b>DAI Policy Number:</b> 302.00.14	<b>Page</b> 5 of 5
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<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>  		

**DEFINITIONS, ACRONYMS, AND FORMS**

WCCS – Wisconsin Correctional Center System

**FACILITY PROCEDURE**

**I. Superintendent Responsibilities:**

- A. Designate staff responsible for providing form CR-258 to inmates upon request.
- B. Designate staff responsible to ensure adequate postage is affixed to a sufficiently sized/stamped envelope addressed to the court prior to forwarding to the WCCS Records Office.

**II. Center Staff Responsibilities:**

- A. Provide inmates with copy(ies) of form CR-258 upon request.
- B. Review DOC-184 to ensure inmate has adequate funds before processing.
- C. Ensure adequate postage is affixed to inmate envelope addressed to court prior to forwarding to WCCS Records Office.

**III. Inmate Responsibilities:**

- A. Obtain form CR-258 from designated center staff.
- B. Complete DOC-184 forms for sufficient postage, one for each of the following:
  - 1. The envelope addressed to the court
  - 2. Mailing the packet to the WCCS Records Office
  - 3. Complete a DOC-184 for copies, made payable to the WCCS Records Office.
- C. Mail entire packet, including the envelope addressed to the court and the DOC-184 for copies, to the WCCS Records Office at the following address:  
Department of Corrections  
WCCS Records Office  
P.O. Box 7969  
Madison, WI 53707-7969