

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.

Timothy A. Nelson

Name of Individual Certifying this Document / Proposed Document

Warden

Title


Timothy A. Nelson

Signature

05/29/2020

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;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 325.00.02	Page 1 of 4
	Original Effective Date: 05/01/81	New Effective Date: 01/06/20
	Supersedes: 325.00.02	Dated: 07/01/18
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 325 Temporary Release Under Supervision		
Subject: Temporary Release Under Supervision – Funeral and Death Bed Visits		
Guidance Document <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Posting date 12/23/19		

POLICY

The Division of Adult Institutions shall ensure inmates that have minimum or minimum community custody status residing in a minimum security facility may be considered for a temporary release under supervision to attend a private visitation following the death of a close family member or a visit with a terminally ill close family member.

REFERENCES

Wisconsin Statutes s. 302.15 – Activities off Grounds

Wisconsin Statutes s. 304.115 – Emergency Removal

Wisconsin Statutes s. 303.068 – Leave for qualified inmates

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

Wisconsin Administrative Code Ch. DOC 306 – Security

Wisconsin Administrative Code Ch. DOC 325 – Temporary Release Under Supervision

DEFINITIONS, ACRONYMS AND FORMS

ATR – Alternative to Revocation

Close Family Member – An inmate's natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings. A parent surrogate is within the definition of parent if an inmate substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster or step parent.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

Death Bed visit – Visit a terminally ill close family member for whom death is imminent.

DOC – Department of Corrections

DOC-45 – Temporary Release – Request/Order/Cancellation

DOC-1820 – Funeral or Death Bed Request

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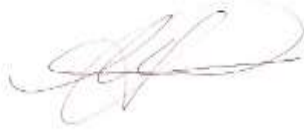
Private Funeral Visit – An event attended by the inmate and close family members. Private funeral visits shall not be more than 60 minutes in duration. It must be scheduled either to conclude 30 minutes prior to the funeral, wake, or memorial service or to begin 30 minutes after the funeral, wake or memorial service.

PROCEDURE

I. **General Guidelines**

- A. Each facility shall have a completed DOC-45 and DOC-1820 processed for all temporary inmate releases for funeral/death bed visits.
- B. Attendance is limited to the State of Wisconsin.
- C. The visitation shall not be at a private residence unless approved by the DAI Administrator.
- D. Visits are limited to a maximum of one hour.
- E. Only three close family members on the inmate's approved visiting list may be present at the private funeral visitation.
- F. Only the inmate and the terminally ill close family member may be present at the private deathbed visitation, except with the Warden's approval.
- G. Visits may be terminated at any time the escorting staff believes there is a threat to the safety of staff, the inmate or the public.
- H. An inmate is restricted to either one deathbed visit or a funeral visit for each close family member. Any exceptions shall be approved by the DAI Administrator, including any assessed costs of the visit, as determined by Wisconsin Administrative Code s. DOC 325.13.
- I. Inmate shall be notified if the request is denied or approved and if approved, the conditions of the visit. The Warden/designee may deny the visit due to security or safety concerns for the staff, inmate or public.
- J. Video visitation through a web service (Skype) may be arranged for deathbed visits if time and circumstances permit and release is not possible.
- K. The Warden/designee shall notify the DAI Administrator/designee of denied requests under this policy and forward a copy of the final DOC-1820.
- L. The DOC-45 may be canceled at any time.
- M. The decision for ATR cases to attend shall be determined by the Warden/designee in consultation with DCC Agent/Supervisor. DCC shall be responsible for the transport and supervision of the inmate.

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Administrator's Approval: _____ **Date Signed:** 12/20/19
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
Original Effective Date: 12/17/08	DAI Policy Number: 325.00.02	Page 4 of 4
New Effective Date: 06/26/20	Supersedes Number: 325.00.02	Dated: 11/23/18
Chapter: 325 Temporary Release Under Supervision		
Subject: Temporary Release Under Supervision – Funeral and Death Bed Visits		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Timothy A. Nelson, Warden		

REFERENCES

DAI 309.00.08 - Death Bed and Memorial Visitation within a Facility

DEFINITIONS, ACRONYMS, AND FORMS

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information

FACILITY PROCEDURE

- I. Upon receiving notification of a death of a close family member or an imminent death, the inmate shall speak with his case manager to initiate the request for a funeral or death bed visit.
- II. The case manager shall talk to the inmate and provide the inmate the DOC-1820 and have the top portion completed. The case manager shall ensure the DOC-1163A forms are signed and filed in the Social Services file or are already on file.
- III. The case manager shall verify the information provided by the inmate on the DOC-1820 and complete appropriate sections, noting date, time, and place of proposed visit, along with recommendation.
- IV. The Program Supervisor shall review the DOC-1820 and make a recommendation.
- V. The Security Director/designee shall review the DOC-1820 and make a recommendation.
- VI. The Warden shall review the DOC-1820 and make a recommendation.
- VII. The case manager shall be notified of the approval or denial of the DOC-1820. If approved they shall confirm the death bed visit or funeral attendance.
- VIII. The case manager shall notify the inmate of the approval or denial.
- IX. Uniformed staff shall contact the hospital or funeral home on the day of transport to let them know they are on the way.