

INTAKE > DIVISION OF COMMUNITY CORRECTIONS (DCC) – INTAKE > AGENT RESPONSIBILITIES DURING INTAKE

.02 Case Opening

To prepare for supervision and the first meeting with an agent, all offenders shall receive an orientation packet upon being placed on supervision. The orientation packet shall, at a minimum, include an offender handbook, Rules of Community Supervision, the DOC-179 Probation Social Investigation and contact information for the assigned agent or office.

The following case opening activities shall be accomplished within the first 30 days of case opening activities:

- Obtain information about the offense.
- Obtain and review Criminal History Record Information (CIB/NCIC). The agent must use the Prior Record Listing [DOC-2354](#) to document prior record. The original form is kept in the DCC Offender Case File; a copy is stored in Locator in the PSI Revocation Prior Record folder under the Documents tab. The naming convention used for the Prior Record Listing DOC-2354 will be **2354_DOC#(MMDDYY)**. For the date in parentheses, use the date saved to Locator. When the [DOC-2354](#) is updated due to new information or the offender returns to supervision on a subsequent case, the agent will access the copy of the [DOC-2354](#) in Locator and review the copy for accuracy. The agent will add new arrests and convictions and save the updated [DOC-2354](#) in Locator as a Word document, using the naming convention. The official copy is printed and kept in the offender case file. The Criminal History Record Information will also determine if the offender is required to register as a sex offender in Wisconsin or any other state. If required to register in another state, the agent shall provide relevant information to the other state's registry.
- Review Court Order
- Review the Rules of Community Supervision with the offender.
- Complete COMPAS Core assessment.
- Complete Opioid Use History Questionnaire (DOC-2945) if previous behaviors/convictions suggests screening is appropriate unless opioid history has been identified and verified through investigations or verifiable sources. If indicated by the DOC-2945 or through previous investigations or verifiable sources, document the individual's opioid history in

COMPAS Cautionary Information section. If it is evident the client has an opioid history, the agent shall provide the client with literature or resources concerning Medication Assisted Treatment (MAT). If the client is interested in MAT, staff the case with a supervisor to discuss referral for services or transfer of case to a designated vivitrol agent in the city/county.

- Inform the offender of reporting requirements.
- Explain the offender complaint process to the offender, and explain how the offender can access the Request for Administrative Review ([DOC-127](#)).
- Review the status of court-ordered financial obligations.
- Inform the offender of supervision fee payment requirements and how payments can be made.
- Make initial home visit. If offender is in a detention facility at the onset of the period of supervision, the initial home visit shall be made within 30 days of the offender's release from custody. The agent shall set the next home visit due date by using the date selector within the COMPAS home visit note. The address shall be documented in COMPAS as the primary address.
- Notify the school district of any offender who is employed by a public or private school district, employed by a company under contract to a school district, or who works on school district property within seven calendar days of the onset of supervision.
- Review the CCH obtained through CIB to verify DNA status. If DNA status on the CCH is "Conviction Sample On File", check WICS "DNA Collection and Tracking" screen and ensure that there is a date in the "DNA Verified Date" field. If both of these requirements are met, DNA does not need to be addressed again until 90 days prior to discharge unless you are notified by the SAFE Team of an issue. If either of these requirements are not met, the agent should continue following up with the offender until both of these requirements are met. See the DNA Requirements section of the ECRM for further information. Verify that the WICS DNA Obligation (blue button) accurately reflects the offender's status for DNA obligation.
- Enter note in COMPAS regarding DNA status when it is verified or if the offender still needs to take action.
- Agents should contact victims of convictions and read-ins by sending them a Victim Request for Notification ([DOC-2623](#)) during the offender's intake process. The [DOC-2623](#) will explain the goals and objectives of supervision, including revocation and early

discharge. The [DOC-2623](#) provides the victim with the opportunity to request notification should either revocation or early discharge occur. The victim also has the option to decline notification.

A complete list of tasks and responsibilities can be found on the [DOC-2625 DCC Intake Offender Checklist](#).

Verification of intake completion should be provided by the agent to the supervisor by due date or work due will be considered incomplete and remain on the work due list until completed. Once approved by the supervisor, this should be communicated to the status keeper by scanning and emailing the completed DOC-2625 in order for the work due to be removed.

During the intake process, the status should be set at Intake. If the Core assessment's supervision recommendation level is Low, the agent will enter in a screener recommendation of Low and complete all other work due on the [DOC-2625](#) unless an override is requested. At that time, the DOC-2625 task is removed and the offender is classified at Minimum. If the Core assessment's supervision recommendation level is Medium or higher or if by policy or override the supervision level is set higher than Minimum, the Intake status date will be extended an additional 30 days (for a total of 60 days from date of assignment).

If COMPAS Core Assessment (and override approval if requested) is not completed in the required time frame, the case goes to pending status until completed. If the assessment was completed by the agent within the required time frame, and the supervisor is not able to review/approve override request by the work due deadline, the status keeper should verify completion in [COMPAS](#), and default to the [COMPAS](#) classification until override approval/denial is received from the supervisor. Supervisors are responsible for ensuring timely completion of work due. Supervisors will regularly review work due and discuss any overdue work with the agent. In addition, Regional Office will review overdue work in the unit with supervisors.

In order for an intake to be considered completed and the DOC-2625 task due removed, the COMPAS assessment must be completed for all offenders. The Unified Case Plan shall

be initiated for offenders supervised at Medium supervision level or higher (in addition to all other intake steps as outlined in the ECRM and per other related policies for special types of cases) and verified by the supervisor. Verification of intake completion should be provided to the supervisor by the DOC-2625 task due date. Work will be considered incomplete and remain on the task due list until completed. Once approved by the supervisor, this should be submitted to the status keeper.