

INTAKE > DIVISION OF COMMUNITY CORRECTION (DCC) – INTAKE > DCC CASE OPENING AND ASSIGNMENT

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.01 AUTHORITY

[Wisconsin Statutes 973.09](#)

[Wisconsin Administrative Code - DOC 328.04\(2\)\(a\)-\(h\)](#)

.02 GENERAL STATEMENT

Case supervision begins immediately upon being placed on probation, unless the Court stays supervision during an appeal of the Court's Order.

.03 CASE FILE SET UP/INTAKE

The process for case file set-up varies greatly throughout the state and local practice takes precedence.

.04 COURT ORDER

After placing an individual on probation, the Court will provide an electronic Judgment of Conviction (E-JOC) to the Department of Corrections E-JOC folder. The Extradition and Admissions Unit will review the document for accuracy. The local office is responsible for reviewing the E-JOC folder each day.

.05 FACE SHEET

The Face Sheet - Demographics ([DOC-2934](#)) is completed at the point of intake. This document becomes part of the file and is reviewed for agent area assignment.