

Division of Adult Institutions (DAI) Incarcerated Clients

.01 AUTHORITY

[Wisconsin Statutes 320.05](#)

.02 PURPOSE

The Division of Adult Institutions (DAI) and the Wisconsin Correctional Center System (WCCS) protect the public through secure and humane treatment of inmates committed to its custody and affords inmates the opportunity to gain skills needed to support a crime-free life upon release to the community. The Division of Community Corrections (DCC) and DAI developed the following procedures to assist with the reintegration of clients back into the community.

.03 RESPONSIBILITIES

DAI and WCCS are responsible for the care, housing, supervision and programming of persons incarcerated in state correctional institutions. Agents will maintain involvement with institutionalized clients from the point of incarceration to the point of release. The purpose of this involvement is to:

- ensure field participation in the development of an institution service delivery plan for each individual;
- identify needs or problems, which resulted in the individual's incarceration;
- identify and plan treatment and services necessary to improve the inmate's chances of successful community reintegration;
- develop a working relationship between the inmate and field agent;
- accomplish pre-release planning; and
- establish a working relationship between field agents and institution staff.

Field Staff Responsibility During DAI Incarceration

.01 ADMISSION PROCEDURE

When an client is received at the Assessment and Evaluation (A & E) Center at Dodge or Taycheedah Correctional Institution, the inmate information is entered into WICS.

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Each county has a DCC staff member assigned to retrieve Judgments of Conviction from E-JOC. This information will then be forwarded to the appropriate field office for agent assignment.

If a Presentence Investigation is not available in Virtual Folders, the field office will immediately place the Presentence Investigation, if one has been completed, into Virtual Folders. The institution may ask for verification or clarification of certain information. If information from the field has not been received at Assessment and Evaluation three days prior to the staffing of the case, A&E will notify the Agent, who will immediately forward the requested material. If the agent is having difficulty locating the material, they should notify A&E of the problem. The A&E social worker report is available in WICS.

.02 PERIODIC REVIEW

The security/treatment needs of the inmate and progress in meeting those needs are reviewed at least once every six months by the institution Client Classification Committee. Classification decisions are available in WICS. Agents are encouraged to contact an inmate's institution social worker for input if there may be a change that could affect release planning.

Agent Contact During Client Incarceration

.01 INSTITUTION VISITS BY AGENT

The primary purpose of institution visiting by agents is to develop release plans and a positive casework relationship. This type of visit shall be arranged by video conference when the travel distance is significant. At least one week in advance, the agent will contact the institution giving the date and approximate hour of arrival, with the names and case numbers of those to be interviewed. If any change is necessary, the institution must be notified. When making institution visits, agents are subject to rules of the facility. Whenever possible during the institution visit, agents should meet with social workers regarding their cases. Agents must be prepared to show their DOC identification card at the institution.

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When an inmate is releasing from segregation, case planning with the social worker and the client via video or telephone conference should occur prior to release. Case staffing must be coordinated with the client's assigned social worker. The purpose of the contact is to discuss release planning with the inmate, social worker and/or clinical services staff. If, based on information provided by the institution social worker, it is apparent that the contact would be non-productive due to an inmate's mental/emotional state or refusal to meet with the agent, the agent should consult with the supervisor for further direction.

Institution visits must be documented in COMPAS notes.

.02 CORRESPONDENCE BETWEEN AGENTS AND INMATES

All correspondence must be answered promptly. When an agent corresponds directly with an inmate, a copy of the letter must also be sent to the facility for inclusion in the client's social service file. The inmate's case number should be on all correspondence.

Inmates who are housed in out of state non-contract placements are administratively assigned to DCI. Inmates in out of state contract placements are assigned to the Out of State Transfer Unit, which is housed as DCI. The agent can call DCI or the Out of State Transfer Unit and find the exact location for correspondence.

.03 PRE-RELEASE PLANNING

Six months prior to release:

- The inmate completes the Release Plan Information ([DOC- 745](#)) with the assistance of the institution social worker, if needed.
- The social worker completes Opioid Use History Questionnaire (DOC-2945) with the inmate. The Opiate History indicator shall be selected in the Cautionary Information section with the "Alert" checkbox selected if the DOC-2945 indicates history.
- The Release Plan Information ([DOC-745](#)) and Opioid Use History Questionnaire (DOC-2945) is forwarded to the agent of record who begins to make [COMPAS](#) entries of any case activity. Upon receipt, the DOC-745 is routed to the status keeper who will enter Pre-Release status six months prior to release.
- The agent gathers pertinent information regarding the inmate's needs/risks including reviewing the file, obtaining a warrant check, and reviewing any assessments and notes available in [COMPAS](#). The most recent Classification Action Report will be reviewed by agent prior to release and is accessible in [WICS](#) (Refer to [WICS Users Guide](#) for instructions for accessing this report).

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- The agent contacts the institution social worker to discuss the inmate's proposed plan, any specific information that may be case-sensitive to potential victims, and discussion of responsibility for the Reentry assessment. At that time, an Initial Planning Conference is scheduled involving the social worker, agent, and client for the purpose of developing a tentative release plan. All reentry case planning should be documented in [COMPAS](#) case notes.
- The agent and social worker must communicate to assign completion responsibility for the assessment prior to the client's release. Per policy, responsibility is determined as follows:
 - If the client has been incarcerated one year or longer, the social worker will complete the COMPAS Reentry. The use of alternative screening tools by the social worker is determined by DAI business process. If client has been incarcerated less than one year from DCI/TCI admission and no [COMPAS](#) was previously completed, a COMPAS Core will be completed by the agent upon release.
 - If client has been incarcerated less than one year and a COMPAS Core was done prior to going to prison, the previous assessment can be copied forward in order to complete a new assessment if it is determined that there has been significant case activity, such as a felony arrest or misdemeanor assaultive arrest, requiring a re-assessment. The agent should discuss if this is needed with the supervisor.
 - If there are not any Alternative Screenings previously completed, the agent will initiate appropriate screenings as needed. The use of any Alternative Screenings other than the URICA, TCU Criminal Thinking, or Static 99R at this time should be first discussed with and approved by the supervisor.
 - If the agent is requesting an override, the information is provided to the supervisor and the override process is followed.
 - The agent is required to complete a home visit in the investigation of the residence unless a THS/Residential Services Program is utilized. If the placement plan is a THS/Residential Services Program, the agent is to immediately make a bed reservation date to make a bed available seven days after the anticipated program completion date.

Three months prior to release:

- The agent will contact family members or person(s) with whom the client proposes to reside, community support persons, treatment providers, and potential employers.
- The agent arranges a Final Planning Conference (whether face-to-face, telephone, or video conference) among the interested parties if available.
- The agent, in consultation with the supervisor, shall determine if electronic monitoring or other tracking technology is appropriate.

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- The social worker will ensure that the client has proper I.D..., birth certificate, driver's license, Social Security card, and that any applications for Social Security/Medical Assistance or Veteran's Benefits are completed.
- The [Rules of Community Supervision](#) in [COMPAS](#) are completed. The social worker is then notified of the availability in [COMPAS](#) for review and signature with the client during the Final Planning Conference. Potential victim issues are also addressed. When the Final Release Planning Conference is held to finalize the case plan for release, all other relevant release planning factors (i.e., residence, employment, transportation, and treatment services) will be discussed.
- If the client has been identified as having a history of opioid use options for Medication Assisted Treatment (MAT) shall be discussed. Planning at this stage should include reviewing potential MAT providers in the individual's releasing community and provision of educational materials concerning MAT. Discuss with the individual their interest with attending MAT upon release.

30 Days Before Anticipated Release:

A telephone conference is held with the social worker and client to verify the release plan is in place. The following topics will be addressed:

- The agent confirms transportation arrangements. If possible, transportation should be arranged with family, friends, community mentors, or DOC staff.
- The agent ensures the distribution of funds by arranging a plan for the handling/cashing of the release check (i.e., client has adequate funds on day of release to pay for needs, food, residence, etc.). If the individual has been identified as having a history of opioid use options for Medication Assisted Treatment (MAT) discuss what if any treatment the individual agrees to attend and coordinate referral for services with a goal to continue programming upon release.
- The agent schedules an appointment with the client within twenty four hours of release.
- The agent submits the Client Release Authorization ([DOC- 15](#)). Release generally occurs within ten working days after date of program graduation.
- The agent will notify registered victims in accordance with [2015 WI Act 354](#).
- The agent will start the unified case plan in [COMPAS](#) in collaboration with the client and social worker. Upon release to the field, the agent will review and update the [case plan](#) as necessary with the client.

Client Release Procedures

.01 GENERAL STATEMENT

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The institution notifies the agent of the parole plan with the Parole Planning Information ([DOC-11](#)) or the Release Plan Information ([DOC-745](#)). If requested, the agent investigates the plan, commenting on its appropriateness and suggesting modifications if necessary. Upon notification of the release date, the agent must submit an Inmate Release Authorization ([DOC-15](#)) at least thirty days prior to the clients release date. In discretionary parole cases, the agent will direct release on the date of eligibility, or as soon as possible thereafter, consistent with release planning.

This procedure also applies in the event the inmate is released to a detainer. If the inmate is being released to the Department of Homeland Security, Immigration and Customs Enforcement (ICE) for deportation, the Rules of Community Supervision should be amended to include the following conditions:

1. Not enter or be in the United States without proper documentation of lawful presence;
2. Report to probation/parole agent within 72 hours of entry, legal or illegal, into the United States;
3. Report any changes in immigration status to probation/parole agent within 72 hours;
4. Contact probation/parole agent within 24 hours of release from ICE custody within the United States.

.03 DAY OF RELEASE (MANDATORY RELEASE/EXTENDED SUPERVISION)

Inmates to be released on mandatory release or extended supervision are released on the Tuesday preceding the mandatory release date. If that Tuesday is a holiday, the release date will be Wednesday. Release plans should be formulated accordingly. Supervision responsibility begins immediately upon release.

.04 CONTROL OF INMATE FUNDS

When the agent determines that it is necessary to control an client's funds upon release, the specific reasons will be indicated on the Inmate Release Authorization ([DOC-15](#)). Management of the inmate's funds will be done only through an account in the client's name controlled by the Department of Corrections. In order for an agent to control an inmate's funds, it is necessary that at least one of the following conditions apply:

- the court has ordered payment of financial obligations;
- the client requests it;
- the agent believes it is necessary to control funds in order to teach money management;

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- reimbursement is necessary for the costs of purchased services; or
- to ensure payment of past supervision fees.

.02 INMATE FUNDS AND FINANCIAL RESPONSIBILITIES

Prior to an inmate's release from an institution, the agent submits a [DOC-15](#) authorizing disbursements of funds. Work release funds are kept in a separate account while the client is in the institution. Work Release funds are distributed as specified by Sec. 303.065. All other money is subject to instructions provided on the [DOC-15](#). All inmates are required to save 15% of their earnings, not to exceed \$5000.00, to pay for release expenses such as housing, clothing, and transportation. This savings is begun after all Crime Victim and Witness Surcharge balances are paid. Funds may also be disbursed if the inmate is ordered to or voluntarily makes restitution payments. These payments will be sent directly from the institution Business Office to the DCC Cashier's Office.

An agent should use discretion when releasing funds to clients and should not release "all to client" without knowing how much is in the account. Any funds not specified for disbursement by the agent are sent to the Division Cashier.

Work/Study Release

.01 AUTHORITY

[Wisconsin Statute 303.065](#)

[Wisconsin Administrative Code DOC 302.15](#)

[Wisconsin Administrative Code 302.16](#)

[Wisconsin Administrative Code 302.18](#)

[Wisconsin Administrative Code 324.01-324.13](#)

.02 GENERAL STATEMENT

Section [303.065](#) of the State Statutes allows the Department to grant work or study release privileges to any person incarcerated within the state prisons. A person serving a life sentence may not be considered until parole eligibility is attained.

.03 WORK RELEASE PROCEDURE

Work release employment can become available through a request by an employer, institution personnel, the inmate, or the agent. Referral by the agent should be made

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through the institution social worker. All inmates must submit an application to the appropriate institution personnel. Following initial screening and selection the Investigation of Inmate Obligations ([DOC-112](#)) is forwarded to the agent of record. The agent of record will verify and advise as to any existing court or support obligations. The Institution Work Release Coordinator verifies civil Obligations acknowledged by the inmate.

Inmate Leave From Institutions

.01 PURPOSE

Inmates meeting the criteria of [Administrative Code DOC 326](#) may be granted unescorted and authorized absence from any minimum-security facility for the following purposes:

- Visit a close family member who is seriously ill
- Attend the funeral of a close family member
- Contact a prospective employer
- Screen for, diagnose or treat an injury, illness or disease
- Facilitate family reintegration.

All leaves are restricted to the State of Wisconsin, with no more than three leaves per year granted to any inmate. Special conditions applying to leaves are imposed in advance of the leave and include provision for leave duration, destination, movement, travel restrictions and conduct while on leave.

Furloughs can impact on parole eligibility, serve as an incentive for inmates to become involved in programming, and can be useful in developing pre-release plans.

All furloughs requested under [DOC 326](#) are to be reviewed and approved by the Warden of the institution holding the inmate. Approval within the Wisconsin Correctional Center System is held by the Warden and not delegated to any center superintendent.

It should be noted that this provision of the code is rarely approved.

.02 QUALIFICATIONS

- Inmate will not have Wisconsin probation or parole revocation pending.
- Inmate will agree in advance to examinations, tests and/or searches upon return to the institution or during the leave.

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- All principals (persons assisting with the leave, including family, potential employers or others) must consent to the leave.
- Unless otherwise specified, the inmate has no responsibility to report to a field agent during the leave.
- It is the institution's responsibility to notify law enforcement of the leave.

.03 AGENT RESPONSIBILITY

The institution social worker will have the responsibility of contacting the DCC agent by phone or in writing if an inmate is eligible for a furlough. If the agent knows of existing factors which could result in a negative decision by the institution to approve the furlough, the agent will:

- Inform the institution social worker of that information.
- Offer a recommendation for or against any furlough requested by an inmate
- Record these factors in COMPAS notes.
- Submit the information in written form to the institution within five working days

Inmates convicted of crimes that meet the eligibility for Special Action Release are also eligible for furloughs. In these special cases the following applies:

- The social worker will advise the agent of the plan by phone or in writing
- The agent shall contact the leave principals (i.e...., family member, physician, employer, etc.) and will provide the institution social worker with verification and an assessment of the plan within 10 working days.
- Following a furlough, the agent shall again contact leave principals and assess the furlough, and will provide the institution social worker with this information within 10 working days.

Leave extensions are sometimes granted. In these instances an agent may be requested to verify the circumstances surrounding the extension. (e.g...., bad weather, death in the family, etc).

Pre-Release Investigation

The Parole Commission, via e-mail, will authorize a request for a pre-release investigation. A request for a pre-release investigation normally is initiated from a correctional institution via the social worker. The status of "Pre-Parole Investigation" will be

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added by the status keeper. The report is due within 30 days of a request and should be submitted on a Pre-Release Investigation ([DOC-7E](#)). The completed [DOC-7E](#) along with the Release Plan Information ([DOC-745](#)) shall be submitted to virtual folders.

The agent should address the following in preparation and completion of the [DOC-7E](#):

- The agent shall review the [DOC-745](#) with the inmate.
- The agent gathers pertinent information regarding the inmate's needs/risks including reviewing the file, obtaining a warrant check, and reviewing any assessments and notes available in COMPAS.
- The most recent Classification Action Report will be reviewed by agent concerning treatment recommended and is accessible in WICS (Refer to WICS Users Guide for instructions for accessing this report).
- Recommended treatment, if any, shall be noted under the Agent referrals/community resources section of the [DOC-7E](#).
- Include pertinent information concerning the inmate's family and community as they relate to the proposed release plan indicated on the [DOC-745](#).
- Note other persons residing at the intended residence and relevant information such as the degree of support other residents may provide.
- The agent is required to complete a home visit in the investigation of the residence unless a THS/Residential Service Program is utilized.
- In the event the proposed plan is rejected, the agent should address an alternative plan. The agent may contact the inmate and the inmate's social worker by phone to review a possible alternate plan if one is not readily known.

The proposed plan should be reviewed in relation to victim concerns or proximity. Since pre-release investigations are not confidential documents, specific victim information that is relevant such as addresses or proximity of victims should be included on a separate sheet of paper with an attached cover, noting its confidentiality.

In the event new information becomes available after the Parole Commission has taken action, the agent may communicate the information to the institution and Parole Commissioner by memo. Agents may voluntarily submit pre-release information as appropriate.

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If placement in another area in Wisconsin is proposed, the agent will initiate transfer via the Intrastate Transfer Process. The sending agent will retain responsibility for completing and submitting the pre-release investigation if the receiving agent rejects the case. If the case is accepted, the receiving agent becomes responsible for the pre-release investigation.

Miscellaneous

.01 VISITING AND CORRESPONDENCE

Regulations regarding resident's visiting and correspondence vary from institution to institution and are subject to periodic changes. Agents should instruct the inmate's relatives and friends who make inquiries to contact the particular institution.

If agents are aware that a victim has a no-contact order or harassment injunctions against the inmate, this should be communicated to the institution security director and entered into COMPAS. Visiting lists are available in Virtual Folders on MyDOC.

.02 PHOTOGRAPHS AND FINGERPRINTS

The institution will furnish photos and prints of inmates at the time of release, if requested by the agent. If agents need photos and prints at a later date, they should contact Dodge Correctional Institution.

.03 VOLUNTARY RETURN TO INSTITUTION

In rare circumstances a parolee may request a return to a correctional institution for medical, economic, or clinical reasons.

.04 LOCATION OF INSTITUTION FILE

Inmate files for persons released from correctional institutions are stored at DCI. Inquiries regarding release files should be directed to the Records Office, DCI.

.05 ESCAPEES FROM INSTITUTIONS

The agent of record is notified of all escapees from institutions. The agent should review relevant file information to determine if additional victim notification is necessary. The

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agent should also notify any additional relevant local law enforcement agencies and provide collateral or background information.

Modification/Adjustment of Bifurcated Sentence

.01 AUTHORITY

[Wisconsin Statutes 302.113\(9g\)](#)

[Wisconsin Statutes 973.195](#)

.02 GENERAL STATEMENT

In limited circumstances, inmates serving bifurcated sentences for crimes other than Class B felonies, may have their sentences modified or adjusted by the committing court. If the court reduces the term of confinement, it must increase the term of Extended Supervision by the same amount, so the total length of the bifurcated sentence does not change.

.03 CERTAIN EARNED RELEASE

Eligible inmates with an offense committed or convicted or sentenced between October 1, 2009, and August 3, 2011, may earn CER during the confinement or reconfinement period of a sentence. The DAI Records Office will be responsible for determining eligibility.

The DAI Records Office will review a list of eligible inmates within one year of release, screen the inmates' files to identify those serving the confinement portion of a bifurcated sentence for a misdemeanor or a non-violent Class F to I felony, and forward that list of inmates ([DOC-2500](#)) to the Sex Client Registry Program for review and approval. SORP staff have one week to review the list of inmates and notify the DAI Records Office if any of the inmates on the list are required to register and are not eligible for CER. For inmates who clear the SORP review, the DAI Records Office will initiate a Certain Earned Release (CER) Review ([DOC-2491](#)) form and forward to the institution social worker to begin the review process.

When the institution social worker has completed their review of the eligible inmates using the [DOC-2491](#), the social worker will save the [DOC-2491](#) and supporting documents into a shared folder (Locator - Documents – Release Planning) and will email the appropriate regional mailbox indicating that the form and supporting documents are ready for the

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agent to review. The regional office will inform the assigned agent to complete the agent review section (see the [DOC-2491](#)), update the [DOC-2491](#) and place the [DOC-2491](#) along with appropriate documents into the shared folder (Locator – Documents – Release Planning). The agent shall complete the review in 14 days from the date of notification. The agent will then notify their supervisor to review.

The supervisor will review the [DOC-2491](#) and complete their portion of the form, saving it to the Locator – Documents – Release Planning folder within 7 days of receipt. The supervisor must then notify the regional chief that their review of the DOC-2491 is required. The regional chief will complete their review of the documents and update the [DOC-2491](#) within 7 days of receipt. DCC has a total of 30 days for the agent, supervisor, and regional chief to complete the review and upload documents to the shared folder. When the regional chief completes their review, they must notify the institution social worker that the documents for that inmate are available in the shared folder and that DCC's review is complete.

CER Responsibilities and Process

Agent:

1. The agent will have 14 days from receipt of the [DOC-2491](#) to complete the CER review. If more than 14 days are needed, the CFS must send an email to the statuskeeper mailbox to notify the statuskeeper of the new assigned completion date. Extensions should only be granted for extenuating circumstances (e.g. client proposes to live with parents and parents don't return agent's message in a timely manner).
2. The agent reviews the information provided by the inmate on the [DOC-745](#).
3. The agent completes the Pre-Release Investigation (DOC-7E) when the agent or the social worker believes the inmate will be able to maintain himself or herself while not confined without engaging in assaultive activity. The social worker belief statement will be found on line #16 of the [DOC-2491](#).
4. When completing line #37 of the [DOC-2491](#), the agent is asked to answer the question of whether the agent believes the inmate will be able to maintain himself or herself while not confined without engaging in assaultive behavior. For purposes of the CER review, behavior committed by the client must demonstrate an intent to harm. The following offenses would not be considered "assaultive":
 - Operating While Intoxicated

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- Felon in Possession of a Firearm
- Carrying a Concealed Weapon

Agents must discuss the belief statement with their supervisor prior to completing line #37.

5. After completing the agent's belief statement, the agent will verify that the following documents are saved in the virtual folder using the proper naming convention:

- COMPAS bar chart
- Release Plan Information ([DOC-745](#))
- Inmate Classification Report (WICS Report ICCR204 or ICCR 200)
- Pre-Release Investigation ([DOC-7E](#)) (if completed by agent)
- Completed [DOC-2491](#)

6. The following naming convention shall be used when saving a document in the virtual folder: Form#_DOC# MMDDYY. For example, when saving the DOC-745, the form should be saved as DOC745_##### 030617.

7. The agent notifies the CFS and the statuskeeper that the agent section of the [DOC-2491](#) is completed.

Corrections Field Supervisor:

1. The CFS completes the agent supervisor section of the [DOC-2491](#) found in the virtual folder.
2. Upon completion of the DOC-2491, the CFS will notify the regional office by email that the supervisor review is completed.

Regional Office:

1. The regional chief or assistant regional chief will review and complete the [DOC-2491](#).
2. The regional chief or assistant regional chief will notify the social worker, social worker supervisor, agent and agent supervisor that the [DOC-2491](#) has been updated and stored in the virtual folder.

Supervision of CER Clients

Release under CER is at the discretion of the Secretary. The Secretary may grant a CER with conditions. The agent will receive prior notice of an client's scheduled release date so that

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any necessary arrangements can be made to comply with the conditions ordered by the Office of the Secretary.

- Clients released under CER will be supervised at the level determined by the COMPAS risk assessment. An override may be sought if appropriate.
- All violations committed by an client granted a Certain Earned Release that result in custody must be reported to the DCC Administration and a situation alert ([DOC-1959](#)) must be completed. Upon learning of the violation, the agent will notify the CFS and regional office. The regional chief or assistant regional chief will notify DCC Administration of the violation.

[Additional guidelines for the DCC process](#)

**.04 MODIFICATION OF BIFURCATED SENTENCE FOR GERIATRIC OR
EXTRAORDINARY HEALTH CONDITIONS**

An inmate may seek modification of a bifurcated sentence if the inmate meets one of the following criteria:

- The inmate is age 65 or older and has served at least 5 years of the confinement portion of the sentence on each count;
- The inmate is age 60 or older and has served at least 10 years of the of confinement portion on each count; or
- The inmate has an extraordinary health condition defined as having a condition afflicting the inmate such as advanced age, infirmity, or disability of the inmate or need for medical treatment or services not available within a correctional facility.

The inmate must submit a petition for modification to the Bureau of Client Classification and Movement (BOCM). If the inmate alleges that he or she has a terminal medical condition, the petition must include affidavits from two physicians stating that the inmate has a terminal medical condition.

If the inmate is statutorily eligible, the regional Client Classification Specialist will notify the agent and regional chief that a petition has been received. The Bureau of Health Services (BHS) may coordinate a conference call involving the agent and other DOC staff within five days of the receipt of the petition to coordinate release planning. The DAI social worker will facilitate release planning with the agent including a request for a Pre-Release Investigation ([DOC-7E](#)). The release plan must include a residence assessment, method by which the inmate will be financially supported, any recommended release conditions and community

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needs, required programming and/or anticipated referrals for programming, and a plan for medical treatment and resources to support the required medical treatment.

If BOCM approves the petition for referral to the sentencing court, BOCM will notify the institution records office. The records office will forward the petition to the court, along with a request to hold a hearing on the petition. The court must schedule a hearing and provide notice of the hearing date to the parties. The inmate and the district attorney have a right to be present at the hearing, and any victim of the inmate's crime has a right to be present and to provide a statement about the modification.

.05 ADJUSTMENT OF BIFURCATED SENTENCE AFTER SERVING 75% OR 85% OF CONFINEMENT

For inmates sentenced between October 1, 2009 and August 3, 2011, the inmate may petition the sentencing court to adjust a bifurcated sentence if the inmate has served:

- At least 85% of the imposed term of confinement for a Class C, D, or E felony, or
- At least 75% of the imposed term of confinement for a Class F, G, H, or I felony.

The inmate may petition for a sentence adjustment on any of the following grounds:

- The inmate's conduct, efforts at and progress in rehabilitation, or participation and progress in education, treatment, or other correctional programs since being sentenced.
- A change in law or procedure related to sentencing or revocation, effective after the inmate was sentenced, would have resulted in a shorter term of confinement if the change had been applicable when the inmate was sentenced or revoked.
- The inmate is subject to a sentence of confinement in another state or the inmate is in the United States illegally and may be deported.
- Sentence adjustment is otherwise in the interest of justice.

The court may deny the petition or hold it for further consideration. If the court holds the petition, it must notify the district attorney of the petition. If the district attorney objects, the court may deny the petition. If the inmate's sentence is for an offense under [940.225\(2\)](#) or [\(3\)](#), [948.02\(2\)](#), or [948.08](#), the district attorney will notify the victim. If the victim objects to the adjustment, the court may deny the petition.

.06 RISK REDUCTION SENTENCE

An inmate granted a Risk Reduction Sentence prior to August 3, 2011 is eligible to petition for release upon achieving 75% of the confinement portion of the

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sentence, satisfactory program participation, satisfactory institution adjustment, and an approved release plan as well as a determination that release would not involve an unreasonable risk to the public. Clients who were placed on probation for an imposed and stayed Risk Reduction Sentence between October 1, 2009 and August 3, 2011 will remain eligible for release under the Risk Reduction Sentence if revoked.

The DAI social worker will notify the agent of record to complete a Pre-Release Investigation (DOC-7E) during this process. Upon plan completion, the Bureau of Client Classification and Movement will forward the plan to the Risk Reduction Sentence Review Team. The Risk Reduction Sentence Review Team will review all applicable materials and upon approval, the Department will notify the court that the inmate has completed the Risk Reduction Sentence components and the court shall, without review, sign the order to release the inmate.

.07 PAROLE RELEASES

Under unusual circumstances, the agent may recommend to the supervisor a release date earlier than that set by the Parole Commission. The supervisor will contact the Regional Chief to discuss the request and the reasons for it. If the Regional Chief concurs, the chief will contact the Chairman of the Parole Commission who may consider setting an earlier release date under the following conditions:

- legal release eligibility has been attained;
- the period between the parole grant and the eligibility date set by the Commission is not needed for further observation or for some other stated reason;
- essential program involvement will not be prematurely ended;

SPECIAL ACTION RELEASE

.01 AUTHORITY

[Wisconsin Administrative Code DOC 302.32](#)

.02 GENERAL STATEMENT

Special Action Release (SAR) is a program through which the Secretary of the Department of Corrections authorizes the release of selected inmates by administrative order. Such decisions are final and are not subject to appeal.

.03 ELIGIBILITY

- Parole-eligible and has served six months in the institution;
- Within 12 months of mandatory release and has an approved release plan;
- No conviction for crimes on the exclusion lists below;
- No new convictions if previously granted SAR;
- Voluntarily accepts SAR supervision and agrees to abide by any special rules or conditions which may be imposed (i.e., electronic monitoring and tracking technology);
- Inmates with a history of assaultive conduct which did not lead to a conviction may be considered for SAR if one or more of the following conditions apply:
 - assaultive conduct occurred more than five years prior to SAR review;
 - acted in self-defense or defense of property;
 - will be released to structured living arrangement (i.e.. halfway house);
 - conduct was isolated occurrence, not likely to be repeated;
 - age or physical condition precludes repetition of assaultive conduct;
- Inmates with out-of-state release plans may be considered for SAR if screening criteria are met. The out-of-state transfer request should include all information presently submitted, as well as an indication that the inmate is being considered for special release prior to mandatory release. The receiving state need not agree to supervise the individual at an intensive or accelerated level.
- Inmates with active detainers may be considered for SAR without meeting screening criteria if the jurisdiction issuing the detainer intends to assume custody of the inmate upon release. The sentence imposed by the other jurisdiction must be equal to or longer than the remaining Wisconsin sentence. Such inmates may not waive SAR eligibility.

.04 CRIMES EXCLUDED FROM SAR CONSIDERATION

The following crimes as well as those listed

under [939.05](#) (PTAC), [939.30](#) (solicitation), [939.31](#) (conspiracy), and [939.32](#) (attempt) are excluded from SAR consideration:

[CHAPTER 940 - CRIMES AGAINST LIFE AND BODILY SECURITY](#)

[CHAPTER 941 - CRIMES AGAINST PUBLIC HEALTH AND SAFETY](#)

Statute	Offense
941.20	Reckless Use of a Weapon
941.20	Endangering Safety by Use of Dangerous Drugs

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941.26	Possession of Machine Guns and Other Weapons
941.30	Endangering Safety by Conduct Regardless of Life
941.30	Recklessly Endangering Safe

CHAPTER 943 - CRIMES AGAINST PROPERTY

Statute	Offense
943.06	Molotov Cocktails
943.10(2)(a)(b)	Armed Burglary and Burglary with Aggravating Circumstances
943.23	Reckless Injury
943.23	Injury by Negligent Handling of Dangerous Weapon, Explosives or Fire
943.32(1)	Robbery
943.32(2)	Armed Robbery

CHAPTER 944 - CRIMES AGAINST SEXUAL MORALITY

Statute	Offense
944.05	Incest
944.12	Enticing a Child for Immoral Purposes

CHAPTER 946 - CRIMES AGAINST GOVERNMENT AND ITS ADMINISTRATION

Statute	Offense
946.01	Treason

CHAPTER 948 - CRIMES AGAINST CHILDREN

Statute	Offense
948.02	Sexual Assault of a Child
948.03	Physical Abuse of a Child
948.04	Causing Mental Harm to a Child
948.05	Sexual Exploitation of a Child
948.06	Incest with a Child
948.07	Child Enticement
948.08	Soliciting a Child for Prostitution
948.09	Sexual Intercourse with a Child Age 16 or Older
948.21	Neglecting a Child (Felony)

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.05 PROCEDURE

Institution Social Worker:

- Contacts the agent of record by telephone to confirm eligibility of inmate for SAR, to discuss appropriateness of the parole plan, and to report any assaultive conduct;
- Prepares Release Planning Information Sheet ([DOC-11](#)) with an addendum addressing prior record, assaultive conduct, institution programming, adjustment and parole board information;
- Sends all information to the agent through the SAR Coordinator who reviews the packet, forwards a request for a Pre-Release Investigation ([DOC-11](#)) to the agent, and sends notification to the sentencing court and district attorney.

Agent:

- Completes a Pre-Release Investigation ([DOC-7e](#)) within 30 days of receipt of [DOC-11](#). Information concerning community attitude must be included;
- Assists institution social worker in developing an alternative plan if the SAR plan is unacceptable;
- Sends one copy of the completed [DOC-7e](#) to the SAR Coordinator, one copy to the institution and one copy to the Central Records Center;
- If approved by the secretary, reviews and verifies special conditions of release with the institution social worker and the inmate;
- Establishes an appropriate release date with the institution social worker; and
- Submits the Inmate Release Authorization ([DOC-15](#)).

.06 SUPERVISION STANDARDS

Upon release, SAR clients will be seen in person by the agent once a week. A home visit will be made once every 30 days. This supervision level must continue for a minimum of 90 days. SAR supervision may be extended beyond the 90-day period with supervisory approval when SAR supervision terminates. The field supervisor's approval and the reasons must be documented in [COMPAS](#). When Intensive supervision terminates the client will be supervised at Maximum until the Case Supervision Review (CSR) is completed, indicating the next level of supervision.

.07 SPECIAL REQUIREMENTS

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The agent will forward a copy of all Evidenced Based Response to Violation reports to the SAR Coordinator in the Central Office until discharge from parole.

DAI Institution and Center Listing

.01 RECEPTION CENTERS

Dodge Correctional Institution – DCI (MALES)

1 West Lincoln St.

P.O. Box 661

Waupun, WI 53963-0661

(920)324- 5577 FAX: (920)324-6297

Taycheedah Correctional Institution – TCI (FEMALES)

751 County Rd. K

P.O. Box 1947

Fond du Lac, WI 54936-1947

(920)929-3800 FAX: (920)929-2946

.02 MAXIMUM SECURITY

Columbia Correctional Institution - CCI

2925 Columbia Drive

P.O. Box 950

Portage, WI 53901-0950

(608)742-9100 FAX: (608)742-9111

Dodge Correctional Institution – DCI

1 West Lincoln St.

PO Box 661

Waupun, WI 53963-0661

(920)324-5577 FAX: (920)324-6297

Green Bay Correctional Institution - GBCI

2833 Riverside Drive

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P.O. Box 19033
Green Bay, WI 54307-9033
(920)432-4877 FAX: (920)448-6545

Taycheedah Correctional Institution – TCI
751 County Rd. K
P.O. Box 1947
Fond du Lac, WI 54936-1947
(920)929-3800 FAX: (920)929-2946

Waupun Correctional Institution - WCI
200 S. Madison St.
P.O. Box 351
Waupun, WI 53963-0351
(920)324-5571 FAX: (920)324-7250

Wisconsin Secure Program Facility – WSPF
1101 Morrison Dr.
PO Box 1000
Boscobel, WI 53805-0900
(608)375-5656 FAX: (608)375-5434

.03 MEDIUM SECURITY

Fox Lake Correctional Institution - FLCI
W10237 Lake Emily Road
P.O. Box 147
Fox Lake, WI 53933-0147
(920)928-3151 FAX: (920)928-6981

Jackson Correctional Institution – JCI
N6500 Haipek Road
PO Box 232
Black River Falls, WI 54615-0232

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(715)284-4550 FAX: (715)284-7335

Kettle Moraine Correctional Institution - KMCI

W9071 Forest Drive
P.O. Box 31
Plymouth, WI 53073-0031
(920)526-3244 FAX: (920)526-9320

New Lisbon Correctional Institution – NLCI

2000 Progress Road
P.O. Box 2000
New Lisbon, WI 53959-2000
(608)562-6400 FAX: (608)562-6410

Oshkosh Correctional Institution – OSCI

1730 West Snell Road
P.O. Box 3530
Oshkosh, WI 54903-3530
(920)231-4010 FAX: (920)236-2615

Prairie du Chien Correctional Institution – PDCI

500 East Parrish St.
P.O. Box 6000
Prairie du Chien, WI 53821
(608)326-7828 FAX: (608)326-5960

Racine Correctional Institution - RCI

2019 Wisconsin Street
Sturtevant, WI 53177-1829
(262)886-3214 FAX: (262)886-3514

Racine Youthful Client Correctional Facility – RYOFCF

1501 Albert Street

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PO Box 2200
Racine, WI 53401-2200
(262)638-1999 FAX: (262)638-1777

Redgranite Correctional Institution – RGCI
1006 County Rd. EE
PO Box 900
Redgranite, WI 54970-0900
(920)566-2600 FAX: (920)566-2610

Stanley Correctional Institution – SCI
100 Corrections Drive
Stanley, WI 54768-6500
(715)644-2960 FAX: (715)644-2966

Sturtevant Transitional Facility – STF
9351 Rayne Road
Sturtevant, WI 53177-1842
(262)884-2410 FAX: (262)886-6069

Wisconsin Resource Center - WRC
P.O. Box 16
Winnebago, WI 54985-0009
(920)426-4310 FAX: (920)231-6353
(operated by DHFS- DCTF)

.04 MINIMUM SECURITY

Chippewa Valley Correctional Treatment Facility – CVCTF
2909 East Park Avenue
Chippewa Falls, WI 54729
(715)720-2850 FAX: (715)720-2859

Oakhill Correctional Institution - OCI

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5212 Highway M
P.O. Box 140
Oregon, WI 53575-0140
(608)835-3101 FAX: (608)835-9196

Wisconsin Correctional Center System - WCCS
5140 Highway M
P.O. Box 25
Oregon, WI 53575-0025
(608)835-5711 FAX: (608)835-3175

Black River Correctional Center - BRCC
W6898 E. Staffon Road
Black River Falls, WI 54615-6426
(715)333-5681 FAX: (715)333-2708

Drug Abuse Correctional Center - DACC
1305 North Drive
P.O. Box 36
Winnebago, WI 54985-0036
(920)236-2700 FAX: (920)426-5601

Felmers O. Chaney Correctional Center
2825 N 30th St.
Milwaukee, WI 53210
(414)874-1600 FAX: (414)874-1695

Flambeau Correctional Center - FCC
N671 County Road M
Hawkins, WI 54530-9400
(715)585-6394 FAX: (715)585-6563

Gordon Correctional Center - GCC

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10401 E. County Road G
Gordon, WI 54838
(715)376-2680 FAX: (715)376-4361

John C. Burke Correctional Center - JBCC
900 South Madison Street
P.O. Box 900
Waupun, WI 53963-0900
(920)324-3460 FAX: (920)324-4575

Kenosha Correctional Center - KCC
6353 14th Avenue
Kenosha, WI 53143
(262)653-7099 FAX: (262)653-7241

Marshall E. Sherrer Correctional Center - MSCC
1318 North 14th Street
Milwaukee, WI 53205-2596
(414)343-5000 FAX: (414)343-5039

McNaughton Correctional Center - MCC
8500 Rainbow Road
Lake Tomahawk, WI 54539-9558
(715)277-2484 FAX: (715)277-2293

Milwaukee Women's Correctional Center - MWCC
615 West Keefe Avenue
Milwaukee, WI 53212
(414)267-6101 FAX: (414)267-6130

Oregon Correctional Center - OCC
5140 Cty Hwy M
P.O. Box 25

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Oregon, WI 53575-0025
(608)835-3233 FAX: (608)835-3145

Robert E. Ellsworth Correctional Center – RECC
21425A Spring Street
Union Grove, WI 53182-9408
(262)878-6000 FAX: (262)878-6015

St. Croix Correctional Center – SCCC
1859 N. 4th St.
P.O. Box 36
New Richmond, WI 54017-0036
(715)246-6971 FAX: (715)246-3680

Sanger B. Powers Correctional Center - SPCC
N8375 County Line Road
Oneida, WI 54155-9300
(920)869-1095 FAX: (920)869-2650

Thompson Correctional Center - TCC
434 State Farm Road
Deerfield, WI 53531-9562
(608)423-3415 FAX: (608)423-9852

Winnebago Correctional Center - WCC
4300 Sherman Road
P.O. Box 128
Winnebago, WI 54985-0128
(920)424-0402 FAX: (920)424-0430

Milwaukee Secure Detention Facility
1015 N. 10th St.
P.O. Box 05740

**ECRM > Supervision > Division of Community Corrections – Supervision > Supervision Process
> Pre-Release Planning**

Milwaukee, WI 53233

(414) 212-3535 FAX: (414)212-6811