



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.

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Name of Individual Certifying this Document/Proposed Document

ADMINISTRATOR, DIVISION OF COMMUNITY CORRECTIONS


Title

Signature

6/25/19

Date Signed

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

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Community Corrections DOC-1356 (Rev. 12/2009) Administrative Directive # 14-04</p>	EFFECTIVE DATE May 1, 2014	PAGE NUMBER 1 of 2
	MANUAL REFERENCE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	ORIGINATED BY ADMINISTRATOR'S OFFICE Denise Symdon <i>Denise Symdon</i>	
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only	PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post	
SUBJECT: Sex Offender Registrants on School Premises		

Reference: Wisconsin Statutes, Section 301.475 – Sex offenders to notify schools

Policy Statement:

Per Wisconsin State Statute 301.475, sex offender registrants must notify the school district administrator or his/her designee prior to being on school property in certain circumstances. This policy outlines the Division of Community Corrections' method for informing registrants of this law's requirements.

Definitions, Acronyms and Forms:

Active Supervision - A person currently on probation, parole, supervised release or extended supervision with the Wisconsin Department of Corrections and currently living in Wisconsin.

DOC-2703 – Notice of Wisconsin State Statute 301.475, Sex Offender Registrants on School Premises

Registrant - A person required to register as noted in WI ss. 301.45(1g).

SOR - Sex Offender Registry

SORT - Sex Offender Registry Tool, a database used for Sex Offender Registration

Terminated from Supervision - A person who is not supervised by the Wisconsin Department of Corrections for probation, parole or extended supervision. This includes the registrants that maximum discharge from prison and registrants that discharge from Chapter 980.

Procedure:

Active Supervision Registrants:

- 1) During the intake process, a Probation and Parole Agent or DCC designee will review the requirements of Wisconsin State Statute 301.475 with the registrant.
- 2) Registrants will sign and date that he/she has received a copy of the DOC-2703, Notice of Wisconsin State Statute 301.475, Sex Offender Registrants on School Premises, outlining the requirements of Wisconsin State Statute 301.475.
- 3) Agents will note this notification in COMPAS notes.

- 4) Should a person on active supervision become required to register during the course of supervision, the Probation and Parole Agent will review the requirements of the statute within ten working days along with 2) and 3) as outlined in this procedure.

Terminated Registrants:

The Sex Offender Registry will inform the registrant through the use of the Sex Offender Registration Form and/or in registration letter process at least annually.