



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


[Handwritten Signature]

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</p> <p style="text-align: center;">DOC-1356 (Rev.) Administrative Directive # 14-05 Replaces # 01-17</p>	EFFECTIVE DATE July 1, 2014	PAGE NUMBER 1 of 1
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" 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: Copying of Case Files for Chapter 980 Referrals		

Policy Statement: The Division shall provide a copy of a complete offender record to the Bureau of Health Services at its request upon its referral of a case to the Department of Justice for commitment under the Chapter 980 Sexually Violent Person's commitment law. File material shall be copied and forwarded to BHS without delay for use by the DOJ to support the petition for commitment.

Reference:

42. C.F.R. Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records

Definitions, Acronyms and Forms:

BHS – Bureau of Health Services (Division of Adult Institutions)

DOJ – Department of Justice

DOC-1163K – Chapter 980 Authorization for Disclosure of AODA Information

Procedure:

- The BHS 980 specialists shall forward a request for a complete offender file via email to the appropriate unit supervisor or agent of record. No duplicate letter shall be sent.
- Copies of the complete offender file shall be forwarded to the BHS 980 specialist's office within five working days of receipt of the request. Hard copies of all electronic documents that are not currently in the inmate's file must be included.
- Copies are to be made single sided, using 8½ " by 11" white paper. Double-sided documents must be copied so that each side is represented on its own sheet as a single-sided document (1 double-sided becomes 2 single-sided). Copies shall not be stapled, clipped, banded, or flagged.
- Copies shall be sent in a secure box or plastic envelope to the BHS staff person identified on the notification letter.
- To be in compliance with 42. C.F.R. Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records, unless the offender has signed a consent for release of information (DOC-1163K) to Bureau of Health Services, all information that pertains to alcohol and/or drug abuse diagnosis and/or treatment must be removed from the document, placed in a separate envelope, clearly marked "contains confidential AODA information" and submitted alongside the rest of the file.
- The letter sent from BHS to DCC requesting a copy of the record shall clearly indicate if consent for release (DOC-1163K) has been received.