



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 #15-05 AMENDED Replaces #00-10</p>	EFFECTIVE DATE 03/01/2015	PAGE NUMBER 1 of 1
	MANUAL REFERENCE ECRM	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	ORIGINATED BY ADMINISTRATOR'S OFFICE Denise Symdon <i>D. 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: Labeling of Sex Offender Registrant Files		

Policy Statement: It is the intent of the Division of Community Corrections and the Sex Offender Registry Program to easily identify a field case file for offenders who are required to register as a sex offender. Additionally, the Division will label field files for registrants who have been the subject of a Special Bulletin Notice (SBN). The purpose of this administrative directive is to outline a procedure for the Division of Community Corrections staff to label such field files.

Reference:

Wisconsin State Statute 301.45
Wisconsin State Statute 301.46

Definitions, Acronyms and Forms:

SBN: Special Bulletin Notice

Procedure:

Sex Offender Registrant Label:

Field case files for all registrants are required to have a label placed prominently on the front of the file which reads, "Sex Offender Registrant – This offender is required to comply with face-to-face contact with law enforcement."

Special Bulletin Notice Label:

Field case files for all registrants who have had a Special Bulletin Notice disseminated during the current active supervision case are required to have a label prominently displayed on the front of the file which reads, "Sex Offender Registrant/Special Bulletin Notice – This registrant is subject to a Special Bulletin Notice (SBN). Agents are reminded to:

- Notify law enforcement agencies whenever the registrant's address changes;
- Assure the registrant has face-to-face contact with law enforcement whenever the offender moves to a different law enforcement jurisdiction;
- Review rules of supervision and update as needed, whenever the offender's address changes."

Labels can be obtained by contacting the Sex Offender Registry at 608-240-5830 or email docbopadmin@wisconsin.gov.

Distribution List (Other than Noted Dissemination):

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