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.

LANCE WIERSMAN
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)
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.

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