



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</p> <p style="text-align: center;">DOC-1356 (Rev.) Administrative Directive #15-07 Replaces #98-3, 98-4, 01-16</p>	EFFECTIVE DATE 03/01/2015	PAGE NUMBER 1 of 2
	MANUAL REFERENCE ECRM	<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: Special Bulletin Notification Dissemination and Agent Procedures		

Policy Statement: In the interest of obtaining consistent and complete information for Special Bulletin Notifications at both Regional and Central Office, the statutory obligation to notify law enforcement of impending releases from prison of certain sex offender registrants, and because of the high profile nature of the offender releases who have Special Bulletin Notifications, the following format and procedures shall be used for the release of the offender.

Reference:

Wisconsin State Statute 301.45
Wisconsin State Statute 301.46
Wisconsin Administrative Code 330
Wisconsin Administrative Code 332.09

Definitions, Acronyms and Forms:

Plan – Document completed by the agent outlining the release information of the offender who meets the criteria of a SBN distribution.
DAI – Division of Adult Institutions
DCC – Division of Community Corrections
DOC – Department of Corrections
SOR – Sex Offender Registry
SBN – Special Bulletin Notification
GPS – Global Positioning Satellite
EMP – Electronic Monitoring Program
ECRB – End of Confinement Review Board
DOC-2143: Special Bulletin Notification Release Plan

Procedure:

1. Release Plan Development
 - A. The agent shall complete the DOC-2143, ensuring that all information in the plan is verified and specific.
 - B. A confirmed, approved residence with exact address should be provided. Pending half-way house referrals, potential but unverified private residences, etc. should be noted, but are not to be considered a residence for the purposes of the plan, until approved and verified by the agent.

- C. When addressing the prior record, convictions are to be identified by the offense, statute number, court case number, date of conviction, county of conviction and state of conviction. Also a description of each offense is to be included.
- D. Agents must strictly adhere to the timelines for development of the plans. For offenders being released from a Wisconsin State Prison, an SBN will be issued at least thirty days prior to release on all cases meeting the statutory criteria as well as those referred for a Special Purpose Evaluation by ECRB, regardless of the strike status or Chapter 980 status.
- E. Special circumstances may cause an SBN to be issued less than 30 days before a scheduled release. If the SBN has not been issued 30 days prior to the offender's scheduled release, the Corrections Field Supervisor shall notify law enforcement of the impending release. This notice must include the expected release date and likely residence plan.
- F. DOC will make every effort to ensure law enforcement receives at least 48 hours' notice prior to release to complete community notification. The department will offer to assist the law enforcement agency having jurisdiction over the residence with planning and conducting a community notification meeting.
- G. For offenders moving to Wisconsin under the Interstate Compact Agreement meeting statutory SBN criteria, an SBN will be issued within thirty days of the offender entering into Wisconsin.

2. Agent Procedures

- A. Agents will be responsible for transporting or for securing DOC transportation for all Wisconsin institution releases meeting the SBN dissemination criteria. For offenders on parole or extended supervision, the offender will be transported from the institution to the community placement on the day of the release. Agents will attempt to schedule a face-to-face contact with law enforcement on the day of the release.
- B. Any release plans for offenders requiring an SBN will include installation of GPS on the day of the release.
- C. The Regional Chief or designee will review all plans developed for offenders subject to the SBN dissemination. It is the responsibility of the Regional Office to assure the plans are submitted to the Sex Offender Registry by the due date.

3. Special Bulletin Change of Residence

When a registrant, who has ever been subject to a Special Bulletin Notification, changes residence, the Sex Offender Registry shall send an active notification to the law enforcement agencies, county and municipal, of where the person lives, works and/or attends school. This notification will be a letter or an email sent by the SOR at the time of the move.

Distribution List (Other than Noted Dissemination):

Agent Basic Training Director
Office of Diversity and Employee Services Director
DCC MyDOC Liaison