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.

______________________________________________
Name of Individual Certifying this Document/Proposed Document

______________________________________________
Title

_________________________
Signature

6/25/19
Date Signed
**Policy Statement:** In the interest of conducting consistent background checks on chaperones, the following procedures shall be used.

**Reference:**

Wisconsin State Statute 301.50  
Wisconsin Administrative Code 330

**Definitions, Acronyms and Forms:**

Chaperone – A guide or companion whose purpose is to ensure propriety or restrict activity  
DCC – Division of Community Corrections  
DOC – Department of Corrections  
PHI – Protected Health Information  

DOC-0010 – Rules of Supervision  
DOC-0010SO – Sex Offender Rules of Supervision  
DOC-1163 – Authorization for Disclosure of Non-Health Confidential Information  
DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)  
DOC-2559 – Chaperone Agreement

**Procedure:**

1) Agent of record completes DOC-1163 and/or DOC-1163A allowing the release of otherwise confidential/protected health information to the potential chaperone.

2) Agent of record conducts a face-to-face interview with the potential chaperone explaining role, responsibility and expectations of the chaperone.

3) Agent of record or office support staff shall conduct criminal history check via the TIME System for the potential chaperone and review. The agent shall consider the following factors:
   a. If the potential chaperone is on active supervision, consult with agent of record for adjustment under supervision and suitability for chaperone responsibility.
   b. If the potential chaperone has previous conviction(s), consider offense factors including offense(s) and date(s).

4) Agent shall staff criminal history check findings with the supervisor. If the potential chaperone has a warrant or warrants in the system, the information will be relayed to local law enforcement and the person will be denied as a chaperone until the warrant(s) is satisfied.

5) If the chaperone is approved the agent shall:
a. Review DOC-0010, including DOC-0010SO, if applicable, with chaperone and offender;
b. Review Conditions for Supervised Contact with Minors with chaperone and the offender, if applicable.
c. Review DOC-2559 with chaperone and the offender.

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