



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## 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;"><b>WISCONSIN</b>  <b>DEPARTMENT OF CORRECTIONS</b>  <b>Division of Community Corrections</b>  DOC-1356 (Rev. )  Administrative Directive #15-09</p>	EFFECTIVE DATE 03/01/2015	PAGE NUMBER 1 of 2
	MANUAL REFERENCE ECRM	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision
	ORIGINATED BY  ADMINISTRATOR'S OFFICE <b>Denise Symdon</b> <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	
<b>SUBJECT: Sex Offender Chaperones</b>		

**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.

**Distribution List** (Other than Noted Dissemination):

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