

DUAL SUPERVISION

AUTHORITY – Wisconsin State Statute Chapter 938

GENERAL STATEMENT

If a youth is at a DJC Type 1 facility or under DJC Community Supervision and is subsequently convicted of an adult criminal offense, and is either sentenced to the Wisconsin State Prison system or is placed under the supervision of the Wisconsin Department of Corrections, they are considered dual supervision, as they will now have both an active juvenile and adult offense running concurrently. There is a Memo between DJC and DCC stating that in these circumstances, the individual under dual supervision will not be given both a DJC and DCC Probation and Parole Agent; rather, DJC will keep their assigned agent and supervise all active cases. Supervision will occur by DJC's ECRM standards, with the exception of if custodial action and subsequently revocation take place on an active adult case. When this occurs, DJC staff will be required to follow DCC's ECRM standards, including but not limited to tasks to be completed and timelines.

In the event a youth becomes a dual supervision client, the supervising agent shall notify their Corrections Field Supervisor to review the sentence structure to determine how to proceed. The CFS will notify the field status keeper to create a "Dual Supervision" status in Workload Manager for the assigned agent.

The assigned agent will be responsible for completing all assigned tasks with the dual supervision status including completion of the DOC-2850 DJC Field Checklists, Dual Supervision Section. The assigned agent will have 30 days to complete these tasks to include;

- Obtain and review the adult Judgement of Conviction, Criminal Complaint, and Financial Obligations,
- Ensure the adult case becomes active in J-Tracker,
- Update the COMPAS Risk and Needs assessment and update the DOC-2354 Arrest Record, if necessary,
- Update the DOC-1741 COMPAS Rules of Supervision,
- Store all Adult Case File Material in a separate manila folder in the DJC Field File,
- Complete the DOC-2084 Sex Offender Intake Checklist, if necessary,
- Sign Releases of Information (DOC-1163 and 1163A) templates with DHA, OPD, etc. and,
- Complete the DOC-1682, waiving supervision fees. Individuals under Dual Supervision are not subject to supervision fees.

The dual supervision case shall be staffed by the assigned agent and a CFS to determine next steps for the case. DJC will need to determine, based on the discharge dates of each case, if they will continue to supervise the case or an Administrative Discharge will be requested.