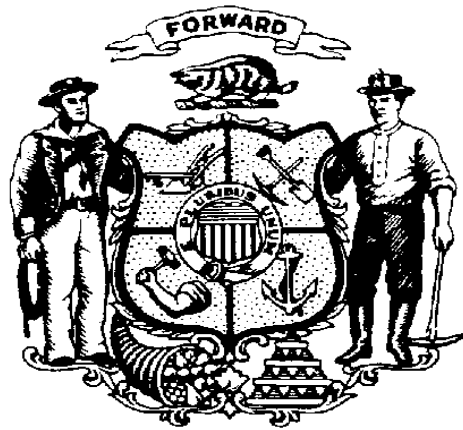


**State of Wisconsin  
Department of Corrections  
Division of Community Corrections**



**Operations Manual**

Revised 2000

(updated 02/03)

## **PUBLIC SAFETY AND CORRECTIONS**

- The nature and degree of supervision and control of an offender should be directly related to the risk of harm he or she poses to others.
- Over time, change in the nature of the control and supervision exercised over offenders should be a function of changes in the risks they present. They must be required to “earn” reduction. They should be subject to the level of supervision appropriate to the risks they pose.
- Early intervention to control risk is essential.
- The core of programming to control risk must include active supervision of offenders.
- Offenders must not be allowed to remain anonymous in the community, free to threaten or harm others. Correctional staff must be actively involved with offenders, police, members of the community and offender families.
- Essential elements of risk reduction and therefore critical success factors are:
  - ▶ Stable employment
  - ▶ Stable residence
  - ▶ Alcohol/drug treatment
  - ▶ Strong connections to family members and other mature people who will help control offender behavior
  - ▶ Cognitive/behavioral intervention
  - ▶ Education

## **DIVISION OF COMMUNITY CORRECTIONS FOCUS**

- **COMMUNITY**

- √ Partnerships in the community (i.e. law enforcement, business leaders, elected officials, victims, courts)
- √ Advisory Boards
- √ Community education
- √ Active supervision of offenders
- √ Community service/restorative justice

- **CREDIBILITY**

- √ Public and elected officials confidence in what we do
- √ Staff involvement in decision making
- √ Business approach (i.e., customer-driven)
- √ To be creative and innovative
- √ Outcome-based evaluations

- **CRITICAL SUCCESS FACTORS**

- √ Stable employment
- √ Stable residence
- √ Alcohol/drug programming
- √ Strong connections to family members and other mature people who will help control offender behavior
- √ Cognitive/behavior intervention

- **COMPETENCY**

- √ “We are who we hire” (i.e., recruitment, hiring and retention)
- √ Staff training
- √ Opportunities for staff to grow professionally
- √ Quality regulation

Effective Date:  
02/22/07

CHAPTER 1

INTRODUCTION

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**.01 PROGRAM DESCRIPTION**

The Department of Corrections, Division of Community Corrections is responsible for the enforcement of sanctions upon offenders to control criminal behavior and provide services to sustain lawful self-dependence so public safety and the conservation of human resources may be realized to the fullest. The Division supervises the movement and restricts the freedom of offenders to the extent necessary to assure public, staff, and offender safety. It provides community-based programs and residential facilities for all offenders who demonstrate readiness to assume additional responsibilities and freedom, and for whom a transitional experience is deemed appropriate. The Division provides the courts with accurate investigations and sound recommendations as part of the sentencing process.

**.02 PURPOSE**

The objective of the Division of Community Corrections Manual is to enhance the quality of treatment for all offenders supervised by the Community Corrections staff. The manual will provide the following benefits:

- A standardized approach and methodology to be utilized statewide.
- Detailed instructions for completion of assigned tasks and activities.
- A reduction in errors with current operating procedures.
- An effective training device for new employees.
- A comprehensive reference document for new employees.
- A comprehensive reference document for existing staff.

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**.03 DISCLAIMER**

The Operations Manual is an internal document of the Division of Community Corrections, intended to inform and instruct its employees. It implies no legal obligation to perform any action not otherwise required by State Statute or Administrative Rule.

**.04 MAINTENANCE**

The DCC Operations Manual is organized to facilitate the ongoing update and maintenance of procedures. There is an ongoing committee responsible for reviewing input from staff for inclusion in this manual. Proper maintenance and use of this document will ensure the quality of service envisioned by the Division.

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**.01 IDENTIFICATION CARDS**

The only form of identification sanctioned for DCC staff is the official Department of Corrections ID card DOC-1020.

Badges or other forms of identification not issued by the department are not authorized and shall not be used or carried during working hours or while conducting business for the department.