

Effective Date:
02/13/03

CHAPTER 2

CASE CLASSIFICATION

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.01 AUTHORITY

Wisconsin Administrative Code - DOC 328.04(4)

.02 GENERAL STATEMENT

Case Classification/Staff deployment is designed to promote the most cost-effective utilization of the agent's time in relation to assessed offender needs and risk to re-offend. It is further used to provide information for analysis of work performance and as a data base for budgeting and staff deployment.

All offenders must be classified and supervised according to standards established for the assessed level of supervision.

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.01 ASSESSMENT

The Admission to Adult Field Caseload (DOC-502) is the basic classification instrument completed for all felony and assaultive misdemeanor cases at the time an offender is admitted to field supervision. Form DOC-502 must be completed on all sex offenders. Refer to the Case Classification Guidelines Instruction Manual for assistance in accurate completion of the DOC-502.

.02 RISK SCALE

This classification device is designed to assess an offender's propensity for further criminal behavior. Predictive factors are listed relating to criminal history and socioeconomic items. Each item is weighted and the total score is used to assign a level of supervision. In the interest of community protection, all assaultive offenses are weighted so that such offenders are placed on maximum supervision.

.03 NEED SCALE

This instrument identifies and assigns weights to 11 categories of needs most commonly evident in offenders. The 11 items are scored and the total is used to assign a level of supervision. Treatment plans are formulated on the basis of identified needs in conjunction with Client Management Classification (CMC) and other assessment instruments as appropriate.

.04 CASE RECLASSIFICATION

As established by the Workload Reduction Policy effective 1/6/03, high risk cases will be reclassified to maximum after six months in the high risk classification. Maximum cases will be reclassified to medium after six months in the maximum classification. Medium cases will be reclassified to minimum after three months in the medium classification. Minimum cases will then be evaluated for possible early discharge or administrative supervision. There is no automatic reclassification schedule for intensive cases.

Sex offender level of supervision should be reviewed and, if deemed appropriate, can be reclassified by the agent submitting a Sex Offender Reclassification Checklist (DOC-2065) to the supervisor.

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.05 OVERRIDES

If the agent determines that the level of supervision established is inappropriate, the level can be raised or lowered by completing the override.

Any override change in classification must be justified on either the DOC-502 or DOC-506

Non-assaultive misdemeanor cases with no assaultive history are to be supervised no higher than medium. All non-assaultive cases with no assaultive history, serving a probation of one year or less, shall be supervised at minimum. Completion of a 502 or 506 is not necessary unless an override is being considered. An override, with supervisory approval, may be used only in cases with high need in the area of mental health.

The classification assigned should be the lowest possible level consistent with protection of the community and treatment of the offender. Ideally, offenders should move to a progressively lower level of supervision with early discharge considered when appropriate. Overrides increasing the level of supervision should not be used strictly as punishment for rules violations or as alternatives to revocation.

All overrides must be periodically reviewed by the agent and supervisor to ensure the continued need for the override. The agent must justify the continuing need for any override.

Persons showing consistent accountability and positive adjustment may be reclassified to administrative through the override process at any point in supervision. Classification to administrative supervision may also be done at intake.

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.05 OVERRIDES (continued)

Classification scales shall not be overridden solely for the collection of financial obligations in the absence of demonstrated failure to comply with the payment plan. All cases on an extension for financial reasons only shall not exceed the medium level of supervision. Classification scales should not be overridden to a higher level to monitor offenders in treatment programs where agent or staff liaison to the program is available. Offenders serving a jail term of more than sixty days shall be supervised no higher than at a medium level until the last thirty days of the confinement. At that time they will be supervised at the DOC-502 or DOC-506 level of supervision. Sex offenders are exempt from this provision.

.06 LEVELS OF SUPERVISION

Offenders, other than sex offenders, are assigned to the highest level of supervision indicated by either scale.

<u>Needs</u>	Or	<u>Risk</u>	=	<u>Level of Supervision</u>
30 and above		15 and above		Maximum
15 to 29		8 to 14		Medium
14 and below		7 and below		Minimum

High Risk High Risk supervision is in addition to the three levels of supervision indicated by the Risk/Need scale. High Risk offender identification, supervision standards, and ledger instructions are contained in Section 02.02.07 and 06.43.01-05.

Administrative Administrative supervision is in addition to the three levels of supervision indicated by the risk/need scale. Administrative supervision is used for offenders who have shown positive adjustment to supervision and whose primary case plan goals are satisfaction of financial obligations.

Intensive The Intensive classification is used only for sex offenders. A sex offender is defined as a person whose history includes a sexual assault conviction, commitment, or read-in, or whose history includes any offense, commitment, juvenile adjudication, or read-in which involved behaviors that were sexually motivated or deviant. All sex offenders must be classified at this level for the first 60 days of supervision, regardless of risk or needs scores.

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.07 CONTACT STANDARDS

Supervision contact standards for the established levels are as follows:

Intensive - One face-to-face contact every 7 days; one home visit every 30 days (no waivers, offender or collateral contact required); 2 collateral contacts every 30 days. Monthly contact with employer. (See sex offender supervision manual for further information.)

High Risk - One face-to-face contact every 7 days; one home visit every 30 days (agent must enter the home); monthly verification of employment and other collaterals as appropriate.

Maximum - One face-to-face contact by an agent every 14 days; home visits once every 30 days; collateral contacts as appropriate.

Medium - One face-to-face contact every 30 days; home visits by an agent every 60 days.

Minimum - One face-to-face contact every 90 days, with DOC-8 mailed by offender during non-report months. Home visits as appropriate.

Administrative - One face-to-face contact is encouraged every six months, with reports by mail or phone during non-report months. Home visits as appropriate.

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.01 GENERAL STATEMENT

The ledger is a technical tool maintained by the ledgerkeeper and is the foundation of the Case Classification Management Information System by which information affecting the Case Classification System is stored, consolidated, and reported.

An Office Operations Associate will be designated as ledgerkeeper to maintain a follow system for classification. Ledgerkeepers and their backups are the only staff authorized to make entries in the ledger. Changes shall not be made to the ledger that are not consistent with DCC Policy. The ledger system accomplishes the following:

- Provides for a standard, manageable intra-office communication system related to case classification and the management of agent workload;
- Aids the Corrections Field Supervisor in assuring timely completion of work related to case classification and chronological recording; and
- Provides the Division of Community Corrections with timely and accurate workload data for the purpose of deploying staff and other resources.

.02 WORKLOAD POINT ASSESSMENT

	Code	Points
Absconder	ABS	.5
Administrative Supervisión	ADS	.5
Direct Assignment	D/A	2
Early Discharge	E/D	0
Initial Intake Assessment	IIA	7.5
Institution Case	INST	.5
Interstate Compact - Transfer In	NEW/IC	5
Interstate Compact - Transfer Out	OS	.5
Intra-State Transfer In	NEW/TIN	5
Intensive Supervision-Sex Offenders	INT/SO	10
High Risk	HR	7.5
Maximum Supervisión	MAX	4.5
Medium Supervisión	MED	2
Minimum Supervisión	MIN	1.5
New Probation - Not Currently on Record in Wisconsin	S/NEW	7.5

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.02 WORKLOAD POINT ASSESSMENT (Continued)

New Probation - With PSI or Partial PSI completed	NEW	5.5
Parole/MR/ES Release from Institution	NEW/REL	5
Pre-parole investigation	PPI	4.5
Special Action Release	SAR	6
Partial Probation Social	P/PS	4.5
Presentence Investigation	PSI	22
Revocation*	REV	8.5
Special Bulletin Notices	SBN	17.5
Unclassified	UNCL	0

*Waived revocation cases will carry points for 30 days or upon receipt of the revocation order and warrant, whichever is greater. Revocation cases that require a final hearing will carry points for 60 days, or upon receipt of the revocation order and warrant, whichever is less.

.03 MONTHLY LEDGER SUMMARY

On the last working day of each month, the ledgerkeeper must have all ledger entries completed so a Monthly Ledger Summary can be generated for statistical analysis.

.04 WORK DUE/WORK OVERDUE/RECLASSIFICATION

Reminders List

A reminders list is available for agents and field supervisors in OATS. The list contains all work due or past due. An inquiry should be done on a daily basis.

The reminders list will identify pre-sentences, socials, initial case plans, DOC-502s, DOC-506s, and case plans that are due in the upcoming 45 days as well as past due from previous months. The ledgerkeeper should be informed of cases that are inappropriately reported on the work due list (e.g. cases that have discharged but have no termination number, cases due to discharge within 60 days of the work due date, etc.).