

Effective Date
12/07/05

CHAPTER 13

INSTITUTIONS

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Division of
Community Corrections

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.01 PURPOSE

The Division of Adult Institutions and Division of Community Corrections Center System protect the public through secure and humane treatment of inmates committed to its custody and affords inmates the opportunity to gain skills needed to support a crime-free life upon release to the community.

.02 RESPONSIBILITIES

The Division of Adult Institutions and DCC Center System is responsible for the care, housing, supervision and programming of persons incarcerated in state correctional institutions.

Agents will maintain involvement with institutionalized offenders from the point of incarceration to the point of release. The purpose of this involvement is to:

- ensure field participation in the development of an institution service delivery plan for each individual;
- identify needs or problems, which resulted in the individual's incarceration;
- identify and plan treatment and services necessary to improve the inmate's chances of successful community reintegration;
- develop a working relationship between the inmate and field agent;
- accomplish pre-release planning; and
- establish a working relationship between field agents and institution staff.

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.01 RECEPTION CENTERS

Dodge Correctional Institution - DCI (MALES)
1 West Lincoln St.
P.O. Box 661
Waupun, WI 53963-0661
(920)324-5577 FAX: (920)324-6297

Taycheedah Correctional Institution - TCI (FEMALES)
751 County Rd. K
P.O. Box 1947
Fond du Lac, WI 54936-1947
(920)929-3800 FAX: (920)929-2946

.02 MAXIMUM SECURITY

Columbia Correctional Institution - CCI
2925 Columbia Drive
P.O. Box 950
Portage, WI 53901-0950
(608)742-9100 FAX: (608)742-9111

Dodge Correctional Institution - DCI
1 West Lincoln St.
PO Box 661
Waupun, WI 53963-0661
(920)324-5577 FAX: (920)324-6297

Green Bay Correctional Institution - GBCI
2833 Riverside Drive
P.O. Box 19033
Green Bay, WI 54307-9033
(920)432-4877 FAX: (920)448-6545

Taycheedah Correctional Institution - TCI
751 County Rd. K
P.O. Box 1947
Fond du Lac, WI 54936-1947
(920)929-3800 FAX: (920)929-2946

Waupun Correctional Institution - WCI
200 S. Madison St.
P.O. Box 351
Waupun, WI 53963-0351
(920)324-5571 FAX: (920)324-7250

Wisconsin Secure Program Facility - WSPF
1101 Morrison Dr.
PO Box 1000
Boscobel, WI 53805-0900
(608)375-5656 FAX: (608)375-5434

.03 MEDIUM SECURITY

Fox Lake Correctional Institution - FLCI
W10237 Lake Emily Road
P.O. Box 147
Fox Lake, WI 53933-0147
(920)928-3151 FAX: (920)928-6981

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.03 MEDIUM SECURITY (continued)

Jackson Correctional Institution - JCI
N6500 Haipek Road
PO Box 232
Black River Falls, WI 54615-0232
(715)284-4550 FAX: (715)284-7335

Kettle Moraine Correctional Institution - KMCI
W9071 Forest Drive
P.O. Box 31
Plymouth, WI 53073-0031
(920)526-3244 FAX: (920)526-9320

New Lisbon Correctional Institution - NLCI
2000 Progress Road
P.O. Box 2000
New Lisbon, WI 53959-2000
(608)562-6400 FAX: (608)562-6410

Oshkosh Correctional Institution - OSCI
1730 West Snell Road
P.O. Box 3530
Oshkosh, WI 54903-3530
(920)231-4010 FAX: (920)236-2615

Prairie du Chien Correctional Institution - PDCI
500 East Parrish St.
P.O. Box 6000
Prairie du Chien, WI 53821
(608)326-7828 FAX: (608)326-5960

Racine Correctional Institution - RCI
2019 Wisconsin Street
Sturtevant, WI 53177-1829
(262)886-3214 FAX: (262)886-3514

Racine Youthful Offender Correctional Facility - RYOFCF
1501 Albert Street
PO Box 2200
Racine, WI 53401-2200
(262)638-1999 FAX: (262)638-1777

Redgranite Correctional Institution - RGCI
1006 County Rd. EE
PO Box 900
Redgranite, WI 54970-0900
(920)566-2600 FAX: (920)566-2610

Stanley Correctional Institution - SCI
100 Corrections Drive
Stanley, WI 54768-6500
(715)644-2960 FAX: (715)644-2966

Sturtevant Transitional Facility - STF
9351 Rayne Road
Sturtevant, WI 53177-1842
(262)884-2410 FAX: (262)886-6069

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.03 MEDIUM SECURITY (continued)

Wisconsin Resource Center - WRC
P.O. Box 16
Winnebago, WI 54985-0009
(920)426-4310 FAX: (920)231-6353
(operated by DHFS-DCTF)

.04 MINIMUM SECURITY

Chippewa Valley Correctional Treatment Facility - CVCTF
2909 East Park Avenue
Chippewa Falls, WI 54729
(715)720-2850 FAX: (715)720-2859

Oakhill Correctional Institution - OCI
5212 Highway M
P.O. Box 140
Oregon, WI 53575-0140
(608)835-3101 FAX: (608)835-9196

Wisconsin Correctional Center System - WCCS
5140 Highway M
P.O. Box 25
Oregon, WI 53575-0025
(608)835-5711 FAX: (608)835-3175

Black River Correctional Center - BRCC
W6898 E. Staffon Road
Black River Falls, WI 54615-6426
(715)333-5681 FAX: (715)333-2708

Drug Abuse Correctional Center - DACC
1305 North Drive
P.O. Box 36
Winnebago, WI 54985-0036
(920)236-2700 FAX: (920)426-5601

Felmers O. Chaney Correctional Center
2825 N 30th St.
Milwaukee, WI 53210
(414)874-1600 FAX: (414)874-1695

Flambeau Correctional Center - FCC
N671 County Road M
Hawkins, WI 54530-9400
(715)585-6394 FAX: (715)585-6563

Gordon Correctional Center - GCC
10401 E. County Road G
Gordon, WI 54838
(715)376-2680 FAX: (715)376-4361

John C. Burke Correctional Center - JBCC
900 South Madison Street
P.O. Box 900
Waupun, WI 53963-0900
(920)324-3460 FAX: (920)324-4575

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.04 MINIMUM SECURITY (continued)

Kenosha Correctional Center - KCC
6353 14th Avenue
Kenosha, WI 53143
(262)653-7099 FAX: (262)653-7241

Marshall E. Sherrer Correctional Center - MSCC
1318 North 14th Street
Milwaukee, WI 53205-2596
(414)343-5000 FAX: (414)343-5039

McNaughton Correctional Center - NCC
8500 Rainbow Road
Lake Tomahawk, WI 54539-9558
(715)277-2484 FAX: (715)277-2293

Milwaukee Women's Correctional Center - MWCC
615 West Keefe Avenue
Milwaukee, WI 53212
(414)267-6101 FAX: (414)267-6130

Oregon Correctional Center - OCC
5140 Cty Hwy M
P.O. Box 25
Oregon, WI 53575-0025
(608)835-3233 FAX: (608)835-3145

Robert E. Ellsworth Correctional Center - RECC
21425A Spring Street
Union Grove, WI 53182-9408
(262)878-6000 FAX: (262)878-6015

St. Croix Correctional Center - SCCC
1859 N. 4th St.
P.O. Box 36
New Richmond, WI 54017-0036
(715)246-6971 FAX: (715)246-3680

Sanger B. Powers Correctional Center - SBPCC
N8375 County Line Road
Oneida, WI 54155-9300
(920)869-1095 FAX: (920)869-2650

Thompson Correctional Center - TCC
434 State Farm Road
Deerfield, WI 53531-9562
(608)423-3415 FAX: (608)423-9852

Winnebago Correctional Center - WCC
4300 Sherman Road
P.O. Box 128
Winnebago, WI 54985-0128
(920)424-0402 FAX: (920)424-0430

Milwaukee Secure Detention Facility
1015 N. 10th St.
P.O. Box 05740
Milwaukee, WI 53233
(414) 212-3535 FAX: (414)212-6811

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Subject:	Field/Institution Guidelines	
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.01 ADMISSION PROCEDURE

When an offender is received at the Assessment and Evaluation (A & E) Center at Dodge Correctional Institution, an Intake Memo (DOC-842) is sent notifying all Regions of a new admission. This memo will include the following:

- Date of Birth
- Home zip code
- Race
- Sex
- Aliases
- County of Conviction
- Previous Case Number (if applicable)
- Remarks; e.g., new admission, violation, etc.
- Offense
- Statute Number
- Term

Upon receipt of the Intake Memo, the Regional Office will notify the appropriate area office. The area office will advise the Regional Office within 2 working days of the assigned agent's area number and whether or not a Presentence Investigation or Probation Social is available. The Regional Office will immediately respond to the A & E Center advising the institution of the case status.

The Field office will be responsible for immediately forwarding any requested materials to A & E.

If a Presentence Investigation is not available in Virtual Folders, the field office will immediately forward a copy to the appropriate reception center with a copy to CRU.

The materials to be forwarded are:

DOC-19	Judgment of Conviction/Sentence Imposed and Stayed, Probation Ordered
<u>DOC-44ABC</u>	Recommendation for Administrative Action and Turnaround Document
<u>DOC-414</u>	Notice of Violation, Recommended Action & Statement of Hearing Rights Clinical Services Reports (if available) Modified Court order
<u>DOC-179</u>	Probation Social Investigation
<u>DOC-3</u>	Face Sheet Intake Investigation

If no information is available, the Unit office has 12 working days to provide the institution with the following information:

- the criminal complaint,
- pending charges,
- local record check,
- victim statement in assaultive cases,
- restraining orders and no-contact orders.

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.01 ADMISSION PROCEDURE (continued)

The institution may ask for verification or clarification of certain information. If information from the field has not been received at Assessment and Evaluation three days prior to the staffing of the case, A&E will notify the Agent, who will immediately forward the requested material. If the agent is having difficulty locating the material, they should notify A&E of the problem. The A&E social worker report is available in CIPIS.

.02 PERIODIC REVIEW

The security/treatment needs of the inmate and progress in meeting those needs are reviewed at least once every six months by the institution Program Review Committee. Program Review decisions are available in CIPIS. Agents are encouraged to contact an inmate's institution social worker for input if there may be a change that could effect parole planning.

.03 PRE-RELEASE PLAN

Sixty days prior to Mandatory Release, release on Extended Supervision, or on defers of six months or less, the field agent shall:

- (a) Complete a minimum of one personal contact with the inmate by means of either a conference call with the institution social worker and the inmate or a face-to-face visit with the inmate and appropriate others.
- (b) Review the Parole Planning Information (DOC-11) with the offender and institution social worker.
- (c) Review any clinical notes.

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Subject:	Earned Release Program (ERP)	
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.01 AUTHORITY

Administrative Directive 05-12

.02 GENERAL STATEMENT

Offenders who have been found eligible by the court and approved for participation by DOC may be placed in the Earned Release Program. Offenders who successfully complete the program may petition the sentencing court for release.

The Division of Community Corrections and the Division of Adult Institutions developed the following procedures to assist with the reintegration of offenders back into the community.

.03 PROCEDURE

Six months prior to release:

The inmate completes the Community Reintegration Questionnaire (DOC-2266) with the assistance of the institution social worker, if needed. This information is then forwarded to the agent of record who begins to make chronological entries of any case activity. This form should also be routed to the ledgerkeeper. The agent gathers pertinent information regarding the inmate's needs/risks including reviewing the file, obtaining a warrant check, and completing the Admission to Adult Field Caseload (DOC-502), which is saved in progress but not submitted in OATS.

The agent contacts the institution social worker to discuss the inmate's proposed plan and any specific information that may be case-sensitive to potential victims. At that time, an Initial Planning Conference is scheduled involving the social worker, agent, and offender for the purpose of developing a tentative release plan.

The agent is required to complete a home visit in the investigation of the residence unless a TLP/Halfway House is utilized. If the placement plan is a TLP/Halfway house, the agent is to immediately make a bed reservation date to make a bed available seven days after the anticipated program completion date. After gathering relevant information regarding all elements of the inmate's proposed plan, the agent completes a Community Reintegration Case Plan (DOC-2267) and forwards it to the institution social worker. The social worker will review the tentative plan with the inmate and the inmate will sign the document.

Three months prior to release:

The agent will contact family members or person(s) with whom the offender proposes to reside, community support persons, treatment providers, and potential employers. The agent arranges a Final Planning Conference (whether face-to-face, telephone, or videoconference) among the interested parties if available.

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.03 PROCEDURE (continued)

The social worker will ensure that the offender has proper I.D., birth certificate, driver's license, Social Security card, and that applications for Social Security/Medical Assistance or Veteran's Benefits are completed.

The Rules of Community Supervision (DOC-10) is completed and forwarded to the social worker for review and signature with the offender during the Final Planning Conference. Potential victim issues are also addressed. When the Final Release Planning Conference is held to finalize the case plan for release, i.e., residence, employment, transportation, and treatment services, all other relevant release planning factors will be discussed.

30 Days Before Anticipated Release:

A telephone conference is held with the social worker and offender to verify the release plan is in place. The following topics will be addressed:

- Confirm transportation arrangements. If possible, transportation should be arranged with family, friends, community mentors, or DOC staff.
- Ensure the distribution of funds by arranging a plan for the handling/cashing of the release check, i.e., offender has adequate funds on day of release to pay for needs, food, residence, etc.
- Schedule an appointment with the offender within 24 hours of release.
- Social worker notifies the sentencing court that the offender has completed the program and the court modifies the bifurcated sentence.
- Offender Release Authorization (DOC-15) is submitted. Generally plan for release within 10 working days after date of program graduation.
- Victim notification if appropriate.
- Offenders will be supervised at High Risk and may be reclassified after 90 days according to case plan progress.

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Chapter: Institutions

Subject: ATLAS/Challenge
Incarceration Program (CIP)

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.01 GENERAL STATEMENT

The Challenge Incarceration Program, available to both males and females, is located in the St. Croix Correctional Center and has two programs: The 180-day program known as Challenge Incarceration Program, and the 180-day program known as ATLAS. The Challenge Incarceration Program is for Division of Adult Institution (DAI) inmates and appropriate Division of Community Corrections (DCC) offenders as an Alternative to Revocation (ATR). The ATLAS Program is solely for DCC offenders as an ATR. These programs are structured around discipline and AODA treatment. The Challenge Incarceration Program is voluntary; however, all program elements are mandatory. Challenge Incarceration is available for both men and women. Upon successful completion, the offender is granted a parole under New Law convictions or Extended Supervision under Truth in Sentencing convictions. The offender must further be involved in an intensive supervision program after release.

.02 ADMISSION CRITERIA

Admission criteria is subject to the following:

- Offenders must volunteer and sign the Memo of Agreement.
- Offender has not attained the age of 40 as of the date they will begin participating in the program for those sentenced on or after 7/26/03. Offenders sentenced prior to that date must enter prior to the age of 30.
- Offenders must have an identified substance abuse treatment need.
- The offender must not have any physical limitations. They must be medically approved for "any activity" and capable of performing strenuous work and rigorous exercise.
- Offenders cannot be currently convicted of crimes against life or bodily security (SS 940) or crimes involving physical or sexual assault to a child (SS 948.01-SS 948.095).
- Offenders convicted (offense and convictions before 12/31/1999 New Law convictions only) of armed or assaultive offenses will be screened on a case-by-case basis. Offenders convicted under Truth in Sentencing (TIS) only must be deemed eligible for participation by the sentencing judge.

If the offender meets all other requirements, they will be allowed to participate when the Program Review Committee (PRC) and Bureau of Classification and Movement (BOCM) deem them appropriate for placement in a minimum-security facility.

Offenders with convictions under both New Law and TIS must meet the criteria established for both New Law and TIS convictions.

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Subject: ATLAS/Challenge Incarceration Program (CIP)
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.02 ADMISSION CRITERIA (continued)

- Offenders must not have any psychological limitations that would preclude participation in a confrontive-style program. Offenders may not currently be on any psychotropic medication. Those previously on such medication must be off of the medication for a minimum of three months and must be cleared by Clinical Services. St. Croix staff will discuss these cases with Clinical Services for verification. Offenders in need of sex offender treatment, regardless of conviction, are not appropriate for participation.
- Offenders with significant dental needs should have these needs resolved prior to transfer to St. Croix Correctional Center.
- All offenders will be reviewed by St. Croix Correctional Center staff to determine their eligibility for participation in CIP. Once an offender has been approved by BOCM, the offender's name will be added to the SCCC pending transfer list. This list will serve as the waiting list. Offenders will be transferred to SCCC on a seniority basis with those that have been on the list the longest being transferred first. ATR offenders may be temporarily housed at a DAI facility pending placement at SCCC.

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Chapter: Institutions
Subject: Agent Contact
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.01 INSTITUTION VISITS BY AGENT

The primary purpose of institution visiting by agents is to develop parole plans and a positive casework relationship. At least one week in advance, the agent will contact the institution giving the date and approximate hour of arrival, with the names and case numbers of those to be interviewed. If any change is necessary, the institution must be notified. When making institution visits, agents are subject to rules of the facility. Whenever possible during the institution visit, agents should meet with social workers regarding their cases. Agents must be prepared to show their DOC I.D. card at the institution.

When an inmate is in segregation during the last 60 days before release, the agent must make an institution visit prior to release. The visit must be coordinated with the offender's assigned social worker. The purpose of the visit is to discuss release planning with the inmate, social worker and/or clinical services staff. The Regional Chief may waive the mandatory personal visit if, based on information provided by the institution social worker, it is apparent that the visit would be non-productive due to an inmate's mental/emotional state or refusal to meet with the agent.

Institution visits must be documented in the Chronological Log (DOC-90). It may also be entered in the Client Log section of the OATS program.

.02 CORRESPONDENCE BETWEEN AGENTS AND INMATES

All correspondence must be answered promptly. When an agent corresponds directly with an inmate, a copy of the letter is sent to the Institution Social worker. The inmate's case number should be on all correspondence.

Inmates who are housed in out of state non-contract placements are administratively assigned to DCI. Inmates in out of state contract placements are assigned to the Out of State Transfer Unit, which is housed as DCI. The agent can call DCI or the Out of State Transfer Unit and find the exact location for correspondence.

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Chapter: Institutions
Subject: Release Procedures
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.01 GENERAL STATEMENT

The institution notifies the agent of the parole plan with the Parole Planning Information (DOC-11) or the Community Reintegration Offender Questionnaire (DOC-2266). If requested, the agent investigates the plan, commenting on its appropriateness and suggesting modifications if necessary.

Upon notification of the release date, the agent must submit an Inmate Release Authorization (DOC-15) at least 30 days prior to the offenders release date. Except for maximum discharge, inmates are ordinarily released on the Tuesday prior to the official date of release. This procedure also applies in the event the inmate is released to a detainer. If the inmate is being released to the Department of Homeland Security, Immigration and Customs Enforcement (ICE) for deportation, the Rules of Community Supervision (DOC-10) should be amended to include the following conditions:

- 1) Not enter or be in the United States without proper documentation of lawful presence;
- 2) Report to probation/parole agent within 72 hours of entry, legal or illegal, into the United States;
- 3) Report any changes in immigration status to probation/parole agent within 72 hours;
- 4) Contact probation/parole agent within 24 hours of release from ICE custody within the United States.

.02 INMATE FUNDS AND FINANCIAL RESPONSIBILITIES

Prior to an inmate's release from an institution, the agent submits a DOC-15 authorizing disbursements of funds. Work release funds are kept in a separate account while the offender is in the institution. Work Release funds are distributed as specified by Sec. 303.065. All other money is subject to instructions provided on the DOC-15. All inmates are required to save 15% of their earnings, not to exceed \$500.00, to pay for release expenses such as housing, clothing, and transportation. This savings is begun after all Crime Victim and Witness Surcharge balances are paid. Funds may also be disbursed if the inmate is ordered to or voluntarily makes restitution payments. These payments will be handled according to 04.13.01-05.

An agent should use discretion when releasing funds to offenders and should not release "all to offender" without knowing how much is in the account. Any funds not specified for disbursement by the agent are sent to the Division Cashier.

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Subject:	Work/Study Release	
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.01 AUTHORITY

Wisconsin Statute 303.065
Wisconsin Administrative Code DOC 302.15, 302.16, 302.18.
324.01-324.13

.02 GENERAL STATEMENT

Section 303.065 of the State Statutes allows the Department to grant work or study release privileges to any person incarcerated within the state prisons. A person serving a life sentence may not be considered until parole eligibility is attained.

.03 WORK RELEASE PROCEDURE

Work release employment can become available through a request by an employer, institution personnel, the inmate, or the agent. Referral by the agent should be made through the institution social worker. All inmates must submit an application to the appropriate institution personnel.

Following initial screening and selection the Investigation of Inmate Obligations (DOC-112) is forwarded to the agent of record. The agent of record will verify and advise as to any existing court or support obligations. The Institution Work Release Coordinator verifies civil Obligations acknowledged by the inmate.

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Chapter: Institutions	
Subject: Community Corrections Treatment Program (CCEP)	
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.01 GENERAL STATEMENT

The Community Corrections Employment Program (CCEP) is designed to assist parolees with the community reintegration process for employment. When funding permits, this program may be available to probationers. The program consists of three components: Work Experience (WE), On-the-Job Training (OJT), and for offenders who successfully complete either WE or OJT, educational vouchers via the Training Opportunities for Placement Program (TOPP) are available. CCEP also provides tax credit certification of eligible offenders for employers. Bonding of offenders is available via CCEP for employment purposes.

In all programs, the employer retains discretion in hiring and firing, except in cases the Division chooses to remove for non-work related problems such as disciplinary problems or public safety. Referral of offenders to CCEP is the responsibility of the agent or institution/center. Placement is the responsibility of the CCEP Placement Coordinator.

.02 WORK EXPERIENCE (WE)

Work experience is designed to provide meaningful work experience for offenders to assist them in moving into non-subsidized permanent employment. Worksites are limited to non-profit organizations/agencies having tax exempt status. For purposes of Worker's Compensation, the offender is an employee of the worksite. Eligible offenders are placed at a worksite for up to 12 weeks full-time or 24 weeks part time. Offenders are paid current minimum wage.

.03 ON THE JOB TRAINING (OJT)

On-the-job training is to provide meaningful employment opportunities for placement of eligible offenders in permanent employment with a training subsidy provided to the employer. Offenders are paid the prevailing wage set by the employer.

.04 TRAINING OPPORTUNITIES FOR PLACEMENT PROGRAM (TOPP)

TOPP provides educational vouchers for eligible offenders to attend accredited, in-state vocational institutions. Offenders can also apply the TOPP scholarship to attend the University of Wisconsin System, but must have a minimum of 30 carry-in credits with preference given to credits earned in either the Department of Corrections PREP, Behind the Walls college programs, or through UW System correspondence courses. The TOPP program will not fund post-graduate studies. TOPP scholarships are contingent on funding availability.

.05 ELIGIBILITY

Offenders are found eligible by the CCEP coordinator. No offender with an out-of-state plan is eligible.

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Chapter:	Institutions	
Subject:	Inmate Leaves From Institution	
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.01 PURPOSE

Inmates meeting the criteria of DOC 326 may be granted unescorted and authorized absence from any minimum-security facility for the following purposes:

- To visit a close family member who is seriously ill
- To attend the funeral of a close family member
- To contact a prospective employer
- To screen for, diagnose or treat an injury, illness or disease
- To facilitate family reintegration.

All leaves are restricted to the State of Wisconsin, with no more than three leaves per year granted to any inmate. Special conditions applying to leaves are imposed in advance of the leave and include provision for leave duration, destination, movement, travel restrictions and conduct while on leave.

Furloughs can impact on paroleability, serve as an incentive for inmates to become involved in programming, and can be useful in developing pre-release plans.

All furloughs requested under DOC 326 are to be reviewed and approved by the Warden of the institution holding the inmate. Approval within the Wisconsin Correctional Center System is held by the Warden and not delegated to any center superintendent.

.02 QUALIFICATIONS

Inmate will not have Wisconsin probation or parole revocation pending.

Inmate will agree in advance to examinations, tests and/or searches upon return to the institution or during the leave.

All principals (persons assisting with the leave, including family, potential employers or others) must consent to the leave.

Unless otherwise specified, the inmate has no responsibility to report to a field agent during the leave.

It is the institution's responsibility to notify law enforcement of the leave.

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.03 AGENT RESPONSIBILITY

The institution social worker will have the responsibility of contacting the DCC agent by phone or in writing if an inmate is eligible for a furlough.

If the agent knows of existing factors which could result in a negative decision by the institution to approve the furlough, the agent will:

- Inform the institution social worker of that information
- Record these factors in the Chronological Log, [DOC-90](#)
- Submit the information in written form to the institution within five working days

Inmates convicted of crimes referenced in Chap. 03.03.02 are also eligible for furloughs. In these special cases the following applies:

- The social worker will advise the agent of the plan by phone or in writing
- The agent shall contact the leave principals (i.e., family member, physician, employer, etc.) and will provide the institution social worker with verification and an assessment of the plan within 10 working days
- Following a furlough, the agent shall again contact leave principals and assess the furlough, and will provide the institution social worker with this information within 10 working days

Leave extensions are sometimes granted. In these instances an agent may be requested to verify the circumstances surrounding the extension. (e.g., bad weather, death in the family, etc).

Agents, if they wish, may offer a recommendation for or against any furlough requested by an inmate.

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.01 VISITING AND CORRESPONDENCE

Regulations regarding resident's visiting and correspondence vary from institution to institution and are subject to periodic changes. Agents should instruct the inmate's relatives and friends who make inquiries to contact the particular institution.

If agents are aware that a victim has a no-contact order or harassment injunctions against the inmate, this should be communicated to the institution security director. Visiting lists are available in Virtual Folders on DOCNET.

.02 PHOTOGRAPHS AND FINGERPRINTS

The institution will furnish photos and prints of inmates at the time of release, if requested by the agent. If agents need photos and prints at a later date, they should contact Dodge correctional Institution.

.03 VOLUNTARY RETURN TO INSTITUTION

In rare circumstances a parolee may request a return to a correctional institution for medical, economic, or clinical reasons. (For procedure, refer to Chapter 06.34, Rescinding of Parole.)

.04 LOCATION OF INSTITUTION FILE

Inmate files for persons released from correctional institutions are stored at DCI. Inquiries regarding release files should be directed to the Records Office, DCI.

.05 ESCAPEES FROM INSTITUTIONS

The agent of record is notified of all escapees from institutions. The agent should review relevant file information to determine if additional victim notification is necessary. The agent should also notify any additional relevant local law enforcement agencies and provide collateral or background information.

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.01 AUTHORITY

Wisconsin Statutes 302.113(9g)
Wisconsin Statutes 973.195

.02 GENERAL STATEMENT

In limited circumstances, inmates serving bifurcated sentences for crimes other than Class B felonies, may have their sentences modified or adjusted by the committing court. If the court reduces the term of confinement, it must increase the term of Extended Supervision by the same amount, so the total length of the bifurcated sentence does not change.

.03 MODIFICATION OF BIFURCATED SENTENCE

An inmate may seek modification of a bifurcated sentence if the inmate meets one of the following criteria:

- The inmate is age 65 or older and has served at least 5 years of the term of confinement;
- The inmate is age 60 or older and has served at least 10 years of the term of confinement; or
- The inmate has a terminal medical condition.

The inmate must submit a petition for modification to the Program Review Committee (PRC). If the inmate alleges that he or she has a terminal medical condition, the petition must include affidavits from two physicians stating that the inmate has a terminal medical condition.

If the PRC approves the petition for referral to the sentencing court, the PRC will notify the institution records office. The records office will forward the petition to the court, along with a request to hold a hearing on the petition. The court must schedule a hearing and provide notice of the hearing date to the parties. The inmate and the district attorney have a right to be present at the hearing, and any victim of the inmate's crime has a right to be present and to provide a statement about the modification.

.04 ADJUSTMENT OF BIFURCATED SENTENCE

An inmate may petition the sentencing court to adjust a bifurcated sentence if the inmate has served:

- At least 85% of the imposed term of confinement for a Class C, D, or E felony, or
- At least 75% of the imposed term of confinement for a Class F, G, H, or I felony.

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.04 ADJUSTMENT OF BIFURCATED SENTENCE (continued)

The inmate may petition for a sentence adjustment on any of the following grounds:

- The inmate's conduct, efforts at and progress in rehabilitation, or participation and progress in education, treatment, or other correctional programs since being sentenced.
- A change in law or procedure related to sentencing or revocation, effective after the inmate was sentenced, would have resulted in a shorter term of confinement if the change had been applicable when the inmate was sentenced or revoked.
- The inmate is subject to a sentence of confinement in another state or the inmate is in the United States illegally and may be deported.
- Sentence adjustment is otherwise in the interest of justice.

The court may deny the petition or hold it for further consideration. If the court holds the petition, it must notify the district attorney of the petition. If the district attorney objects, the court may deny the petition. If the inmate's sentence is for an offense under 940.225(2) or (3), 948.02(2), or 948.08, the district attorney will notify the victim. If the victim objects to the adjustment, the court may deny the petition.