

Effective Date:
01/10/08

CHAPTER 16

FORMS

TABLE OF CONTENTS

<u>Form Number/Form Title</u>	<u>Chapter/Subject/Item</u>
DOC-3 Face Sheet doc3	16.03
DOC-5 Violation Investigation Report doc5	16.05
DOC-7E Pre-Parole Investigation doc7e	16.07
DOC-8 Offender Report Form (English and Spanish) doc8	16.08
DOC-10 Rules of Community Supervision doc10	16.10
DOC-15 Offender Release Authorization doc15	16.15
DOC-20 Judgment of Conviction doc20	16.20
DOC-24 Chronological History doc24	16.24
DOC-25 Statement of Collections doc25	16.25
DOC-29 Affidavit of Claim doc29	16.29
DOC-31 Restitution Ordered, Victim Data doc31	16.31
DOC-32 Disbursement Order doc32	16.32
DOC-34 Area Transfer doc34	16.34
DOC-37 Amendment to Judgment of Conviction doc37	16.37
DOC-44 Recommendation for Administrative Action. doc44	16.44
DOC-50 Travel Permit doc50	16.50
DOC-54 Request to Transfer Case for Interstate Supervision doc54	16.54
DOC-56 Application to Purchase and/or Operate a Motor Vehicle doc56	16.56
DOC-58 Apprehension Request doc58	16.58
DOC-58A Apprehension Cancellation doc58a	16.58A
DOC-61 Judgment Deferred Probation Ordered doc61	16.61
DOC-86 Appointment Notice doc86	16.86
DOC-88 Home Visit Waiver doc88	16.88
DOC-90 Chronological Log doc90	16.90
DOC-95 Violation Warrant doc95	16.95

Effective Date:
05/21/02

CHAPTER 16

FORMS

TABLE OF CONTENTS

<u>Form Number/Form Title</u>	<u>Chapter/Subject/Item</u>
DOC-96B Order Reinstating Probation doc96b	16.96B
DOC-100 Monthly Ledger Summary doc100	16.100
DOC-101 Petition and Stipulation to Waive Appearance doc101	16.101
DOC-127 Offender Request for Administrative Review doc127	16.127
DOC-148 Wage Assignment and Waiver doc148	16.148
DOC-150 Payment Ledger doc150	16.150
DOC-151 Index Card doc151	16.151
DOC-175 and 175A IIA and Scoring Guidelines doc175	16.175
DOC-179 Probation Social Investigation doc179	16.179
DOC-179A Agent's Assessment and Impressions doc179a	16.179A
DOC-180 Investigation Worksheet doc180	16.180
DOC-186B Order Reinstating Parole doc186b	16.186B
DOC-203 Forms/Publications Requisition doc203	16.203
DOC-212 Order to Detain doc212	16.212
DOC-213 Cancellation of Order to Detain doc213	16.213
DOC-214 Detention Extension Authorization doc214	16.214
DOC-247 Request for Reinstatement doc247	16.247
DOC-250 Alternative to Revocation Agreement doc250	16.250
DOC-251 Placement Plan Alternative to Revocation doc251	16.251
DOC-307 Investigation Audit doc307	16.307
DOC-308 Case Record Review doc308	16.308
DOC-375 Incident Report doc375	16.375
DOC-385 Expenditure Report doc385	16.385
DOC-386 Offender Report Monthly-Halfway House doc386	16.386
DOC-414 Notice of Violation doc414	16.414
DOC-415 Notice of Preliminary Hearing doc415	16.415
DOC-416 Revocation Information Request doc416	16.416
DOC-424 Claim for Witness Fees doc424	16.424
DOC-429 Revocation Hearing Request doc429	16.429
DOC-500PP Official Receipt doc500	16.500
DOC-501 Request for Purchase of Offender Services and Goods doc501	16.501

Effective Date:
05/21/02

CHAPTER 16

FORMS

TABLE OF CONTENTS

<u>Form Number/Form Title</u>	<u>Chapter/Subject/Item</u>
DOC-501A Request for Purchase Instructions doc501a	16.501A
DOC-502 Admission to Adult Field Caseload doc502	16.502
DOC-506 Adult Risk and Needs Reassessment doc506	16.506
DOC-775 Request for Purchase doc775	16.775
DOC-1018 Request for Updating Master Warrants List doc1018	16.1018
DOC-1026 Unit Service Monthly Report doc1026	16.1026
DOC-1088 Offender Report-Community Based Services doc1088	16.1088
DOC-1088a Offender Report-Day Treatment doc1088a	16.1088A
DOC-1093 Space Assessment Worksheet doc1093	16.1093
DOC-1165 Statement of Property Obtained or Received doc1165	16.1165
DOC-1185 Conflict of Interest Determination doc1185	16.1185
DOC-1221 Revocation Order and Warrant doc1221	16.1221
DOC-1260 and 1260a Case Plan doc1260	16.1260
DOC-1283 Name and/or Address Change Request-Employee doc1283	16.1283
DOC-1304 Subpoena-Revocation Hearing doc1304	16.1304
DOC-1305 and 1305a Statement doc1305	16.1205
DOC-1336 Referral for Services doc1336	16.1336
DOC-1362 Enrollment-Residence-Employment Information doc1362	16.1362
DOC-1410 TIME System Information Request/Log doc1410	16.1410

Division of
Community Corrections

Chapter: Forms
Subject: Face Sheet DOC-3
Date: 03/20/02 Page 1 of 1

.01 PURPOSE

The Face Sheet (DOC-3) provides offender identification, emergency contact information for the offender, and offense and court data related to the case.

.02 DIRECTIONS

This form is used as page 1 for a complete or partial investigation or upon receipt of an Interstate Compact case. A face sheet is also used for any subsequent commitment or investigation and face-to-face contact with local law enforcement.

A pre-printed face sheet is generated for each case.

A copy must be made for any administrative action, and the original pre-printed automated face sheet must remain unaltered and filed in a 3-ring binder with the Recommendation for Administrative Action (DOC-44) and the computer generated apprehension request.

.03 ROUTING

Social Investigation

TO

Case File	Original
Supervisor (optional)	1 copy

Presentence Investigation

TO

Court	Original
Case File	1 copy
Supervisor (optional)	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Violation Investigation Report DOC-5
Date: 03/20/02 Page 1 of 1

.01 PURPOSE

The Violation Investigation Report (DOC-5) documents the investigation and disposition of alleged violations of the rules and/or conditions of supervision.

.02 DIRECTIONS

The Violation Investigation Report may be prepared in any situation where a violation occurs. A report shall be prepared in any of the following circumstances:

- a. Offender is held in detention
- b. Offender is charged with new criminal acts.
- c. The violation is serious enough to consider or pursue revocation
- d. The violation results in a significant change in case plan.

.03 ROUTING

TO

Case File	Original
Supervisor/ledgerkeeper	1 copy
Interstate Compact Specialist (when offender is from Out of State)	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Pre-Parole Investigation DOC-7E
Date: 03/20/02 Page 1 of 1

.01 PURPOSE

The Pre-Parole Investigation is used to provide information to the Parole Commission on an inmate's parole plans and should address the following:

- a. Residence
- b. Employment/school
- c. Outstanding warrants
- d. Community attitudes
- e. Input from Victim/Victim's Family
- f. Agents' comments and recommended conditions of parole

.02 DIRECTIONS

The agent should address all pertinent information on the proposed parole plan. In the event the plan is not appropriate, an alternative plan should be proposed. Special parole conditions may be recommended.

.03 ROUTING

Pre-Parole Investigation

TO

Case File	Original
Institution Social Worker	1 copy
Parole Commission	1 copy
Supervisor	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Offender Report Form - DOC-8 and DOC-8S(Spanish)	
Date: 03/20/02	Page 1 of 1

.01 PURPOSE

The Offender Report Form (DOC-8 or DOC-8S) is used to obtain written information from offenders regarding their activities and financial status. It may be used for offenders who need assistance in managing personal finances. The form is used to document that the offender received a copy of the supervision fee schedule and to document any changes in the amount of fees owed. The DOC-8 is also used to notify the Wisconsin Sex Offender Registry Program (SORP) of a change in residence, employment, school and/or vehicle of any offender required to register with SORP.

.02 DIRECTIONS

Offenders are required to complete, sign, and submit this form to the agent. The agent should assist the offender with the preparation of the form when necessary. With the exception of those offenders on administrative supervision and monitored through a contract with a private vendor, all offenders must submit this form on a monthly basis. Offenders are required to provide information or changes in monthly income. At the direction of the agent, the offender may be required to complete the monthly expenses, deductions, assets, and liability portions of the form. When the initial supervision fee schedule is determined and the offender signs the form, the agent is to give a copy of the form to the offender. When the offender's monthly supervision fee changes, the offender is required to sign the reverse side of the form to indicate he or she has been informed of the change in monthly fees.

.03 ROUTING

TO

Case File	Original
Offender (for initial supervision fee determination or change in supervision fee)	1 copy
SORP (if sex offender and a change of residence, employment, school and/or vehicle)	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Rules of Community Supervision - DOC-10, 10S and 10SO	
Date: 03/20/02	Page 1 of 2

.01 PURPOSE

This form establishes rules for offenders, making them aware of their court-ordered conditions, restrictions and responsibilities while under supervision, the opportunity for administrative review, and that failure to abide by the rules or conditions of supervision may result in revocation.

.02 DIRECTIONS

During the intake interview, the agent will review the DOC-10 in detail with the offender, explaining those areas that are not clearly understood. The agent emphasizes special rules. The rules are binding even when the offender refuses to sign the document. If refusal occurs, the agent will read the rules to the offender in the presence of a witness, note the refusal on the DOC-10, and validate the process with the signatures of both the agent and witness. The refusal should also be documented in the Chronological Log (DOC-90). It can also be entered in the Client Log section of the OATS program.

Whenever rules are added or modified, a new DOC-10 must be prepared and signed by the offender. The agent will document the reasons for change in the Chronological Log.

A new DOC-10 must be prepared for each multiple case ("b", "c", etc.) received on supervision.

The new DOC-10 is to be completed with an offender who has transferred in or with an offender who has violated the rules or conditions of supervision. Changes indicated following such a review shall be reflected in a newly prepared DOC-10 and in the DOC-90.

For conditional release (971) cases, Conditional Release Rules and Conditions (DCTF-5614) must be signed and for supervised release (980) cases, Supervised Release Rules (DCTF-5615) must be signed. If an offender has an active criminal case and is also on conditional or supervised release, both the DOC rules and the DCTF rules must be signed.

STATE OF WISCONSIN
Department of Corrections

Number: 16.10.03

Division of
Community Corrections

Chapter: Forms	
Subject: Rules of Community Supervision - DOC-10, 10S and 10SO	
Date: 03/20/02	Page 2 of 2

.03 ROUTING

TO

Case File

Original

Offender

1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Offender Release Authorization DOC-15
Date: 09/29/08 Page 1 of 2

.01 PURPOSE

The Offender Release Authorization facilitates release of inmates from correctional facilities to field supervision, provides the offender with reporting instructions, and also provides notice of release to local criminal justice agencies.

.02 DIRECTIONS

The DOC-15 is prepared and submitted by the agent as soon as the release date is known. Mandatory releases are always dated the Tuesday preceding the MR date. Copies for criminal justice agencies must be mailed immediately upon completion.

The agent should not authorize the release of "all funds to offender" without knowing the amount of money available in the offender's account.

"Date authorized to release" on DOC-15 indicates the date on which the ledgerkeeper will change institution classification in the ledger.

If, at the time of release, the offender is subject to a Special Bulletin Notification (SBN), indicate on the DOC-15 that release is to DCC staff only.

.03 ROUTING

TO

Institution Superintendent Original + 1 copy

If release is from a center system facility,
the DOC-15 is mailed to:

Wisconsin Correctional Center System
3099 E. Washington Ave
PO Box 7969
Madison, WI 53707-7969

If release is from any other facility, the DOC-15 is mailed to that facility.

Supervisor (reviews and routes to CRU) 1 copy

Ledgerkeeper (enters in ledger and returns to agent) 1 copy

STATE OF WISCONSIN
Department of Corrections

Number: 16.15.03

Division of
Community Corrections

Chapter: Forms
Subject: Offender Release Authorization DOC-15
Date: 03/20/02 Page 2 of 2

.03 ROUTING (continued)

Municipal Police Department	1 copy
County Sheriff Department	1 copy
District Attorney	1 copy

Division of
Community Corrections

Chapter:	Forms	
Subject:	Judgment of Conviction DOC-20	
Date:	03/20/02	Page 1 of 1

.01 PURPOSE

The Judgement of Conviction is the official Court Order sentencing a defendant to the Wisconsin Prison System or placing a defendant on probation.

.02 DIRECTIONS

The DOC-20 is prepared by the Court immediately after sentencing. Information regarding the court order may be able to be found on the internet at ccap.courts.state.wi.us.

.03 ROUTING

Sentence to Wisconsin State Prison System

Clerk of Courts sends <u>TO</u> DOC Reception Center	Original + 1 to accompany inmate to correctional institution
Court File	1 copy
Local DCC Office	1 copy

Probation Ordered

Clerk of Courts sends <u>TO</u> Local DCC Office Court File	Original + 1 1 copy
Agent routes <u>TO</u> Case File Supervisor	Original 1 copy

Supervisor reviews for accuracy, processes through ledgerkeeper, and forwards to Central Records Unit.

Division of
Community Corrections

Chapter: Forms
Subject: Chronological History DOC-24
Date: 03/20/02 Page 1 of 4

.01 PURPOSE

The Chronological History is used to document case activity according to the following formats:

Transfer Summary
Revocation Summary (see 16.09.03)
Special entry (as case circumstances warrant)

Routing instructions are included with each format.

.02 TRANSFER SUMMARY FORMAT

Division's Authority to Supervise:

New Residence:

Full address, apartment number, and zip code
Telephone
Other occupants of residence and relationship to offender
Directions (if rural)

Employment and/or School:

Include hours of work/school

Reasons for Transfer:

Reporting Instructions:

Summary of Supervision Activity:

CMC Classification/LSI Score
Summary of violations
Referral results/needs
Unresolved problems
Current case planning (optional if DOC-1260 or 1260A case plan is current)

Court-ordered Financial Obligations:

Current status (Screen 77 for all active cases)
Payment plan

Supervision Fees:

Current status (Screen 82)
Payment plan

Division of
Community Corrections

Chapter: Forms
Subject: Chronological History DOC-24
Date: 03/20/02 Page 2 of 4

.02 TRANSFER SUMMARY FORMAT (continued)

Level of Supervision:

Routing

Case file TO

Original

.03 REVOCATION SUMMARY FORMAT

Either the DOC-24 format or the DOC-1950 may be used for the revocation summary. Consult with your supervisor.

Division's Authority to Supervise:

Adjustment Under Supervision:

Positive adjustment

Negative adjustment (including previous violations)

Status of Court Ordered Obligations:

Pending Charges:

Date, offense, location, status

Plotkin Analysis (ABA Standards):

Narrative shall address the substantive information the agent is relying upon in arriving at the conclusion that the particular Plotkin factor applies. Refer to Chapter 10.

Alternatives Considered:

Narrative shall address the specific alternative(s) considered or previously attempted; including intermediate sanctions. Include reason(s) for rejection of alternative(s). Refer to chapter 10.

Jail Confinement Credit:

Date placed in custody on this revocation

Other hold orders issued during current supervision:

Date confined: _____ Date released:

(add other confinement dates as necessary)

Division of
Community Corrections

Chapter: Forms
Subject: Chronological History DOC-24
Date: 03/20/02 Page 3 of 4

.03 REVOCATION SUMMARY FORMAT (continued)

For probation cases, list credit for each case separately (a, b, etc.). Use actual dates only. Reductions for community service orders or good time are not considered.

Court imposed confinement in county jail as a condition of probation:

Date confined: _____ Date released:

Sentence credit shown on court order:

Reincarceration/Good Time Recommendation:

Parole cases only

If offender has consecutive parole cases, each must be identified and a separate recommendation made on each case.

Old Law:

Time available for forfeiture:

Years: _____ Months: _____ Days:

Agent recommendation for forfeiture:

Years: _____ Months: _____ Days:

Should good time be earned on forfeited time?

Yes ___ No ___ (applies only when violation occurred after MR date)

Justification for forfeiture recommendation:

The following shall be addressed:

- application of the Penalty Schedule (Refer to Chapter 10);
- the nature and severity of the original offense;
- the offender's institution conduct record;
- the offender's conduct and behavior while on parole;
- the amount of time left before mandatory release if the offender is a discretionary release parolee;
- whether forfeiture would be consistent with the goals and objectives of field supervision under Chapter DOC-328;
- whether forfeiture is necessary to protect the public from the offender's further criminal activity, to prevent depreciation of the seriousness of the violation, or to provide a confined correctional treatment setting which the offender needs; and
- other mitigating or aggravating circumstances.

Division of
Community Corrections

Chapter: Forms
Subject: Chronological History DOC-24
Date: 03/20/02 Page 4 of 4

.03 REVOCATION SUMMARY FORMAT (continued)

New Law and Extended Supervision:

Time available for reincarceration:

Years: _____ Months: _____ Days:

Agent recommendation for reincarceration:

Years: _____ Months: _____ Days:

Justification for forfeiture recommendation:

The following shall be addressed:

- application of the Penalty Schedule, (Refer to Chapter 10);
- the nature and severity of the original offense;
- the offender's institutional conduct record;
- the offender's conduct and behavior while on parole;
- the period of reincarceration that would be consistent with the goals and objectives of field supervision under Chapter DOC-328; and
- the period of reincarceration that is necessary to protect the public from the offender's further criminal activity, to prevent depreciation of the seriousness of the violation, or to provide a confined correctional treatment setting which the offender needs.

Sentencing Recommendation: (Felony Withheld cases ONLY)

A copy of the revocation summary will be forwarded to the judge with a Face Sheet (DOC-3) for sentencing after revocation.

.04 ROUTING

TO (Note that there may be regional differences in routing requirements)

Case file

Original

NOTE: Refer to Regional Policy for additional routing requirements

Division of
Community Corrections

Chapter: Forms
Subject: Statement of Collections DOC-25
Date: 03/20/02 Page 1 of 1

.01 PURPOSE

The Statement of Collections provides accounting information to the Department Cashier on cases where monies are collected. It provides accountability of official receipts and serves as a transmittal document for remittances made to the Cashier.

.02 DIRECTIONS

All payments received from or on behalf of offenders must be transmitted to the Division Cashier with the Statement of Collections (DOC-25). By the close of the work week, staff will send all collections to the Division Cashier at the address noted under routing. The agent may designate on the DOC-25 that a payment be applied to a case which has been extended by the court. If an offender has a new case without an assigned DOC number, the date of birth of the offender is to be used as the DOC number until a number is issued.

Staff will maintain the Statement of Collections forms consecutively numbered in reverse numerical order in a 3-ring binder. All "voids" must be entered as such.

Those making payments are to be instructed to secure a money order made payable to the State Department of Corrections. Money orders drawn to DOC Staff must be endorsed, "Pay to the Order of State Department of Corrections, Madison, Wisconsin."

.03 ROUTING

TO

Division of Community Corrections Original + 1
Drawer 852
Milwaukee, WI 53293

Division Cashier 1 copy
(for return to agent)

Assigned Staff Retain copy until
return of stamped
copy from
Division Cashier
and discard
unstamped copy.

Division of
Community Corrections

Chapter:	Forms	
Subject:	Affidavit of Claim DOC-29	
Date:	03/20/02	Page 1 of 1

.01 PURPOSE

The Affidavit of Claim, DOC-29, is a form letter that may be used by DCC staff to obtain information from a victim(s) when it is necessary to determine the amount of court ordered restitution.

.02 DIRECTIONS

The staff person must complete the letter portion and the return address information at the bottom of the form and send the DOC-29 to the victim. The victim must be given at least 30 days to respond to the information requested.

The information from this letter is transferred to the Restitution Ordered, Victim Data (DOC-31) which is submitted to the court. The agent keeps a copy of the DOC-29 and any related documents in the case file. The agent must ensure that the signed DOC-31 is returned by the court.

If the victim does not respond within the designated time, the agent is to make additional attempts to contact the victim before the court is advised that no restitution is required due to the victim's failure to respond.

.03 ROUTING

TO

Victim	Original
Case File	1 copy

Division of
Community Corrections

Chapter: Forms		
Subject: Restitution Ordered, Victim Data DOC-31		
Date:	03/20/02	Page 1 of 1

.01 PURPOSE

The DOC-31 is used to communicate victim reimbursement information to the Department Cashier to facilitate the payment of restitution.

.02 DIRECTIONS

The form is prepared by the agent.

Restitution Ordered Section is only signed when the Judgment of Conviction form does not determine the total restitution amount. (The agent does NOT have to submit an Amendment to Judgment of Conviction (DOC-37)).

If the TOTAL restitution amount is changed, type the word AMENDMENT on a new DOC-31, have the judge re-sign the form, and resubmit it to the Cashier's Unit.

Victim Reimbursement Data Section must enter victim's name if it is not the same as the payee. If the payee is an insurance company, reference their policy number.

If the victim reports a change of address, an amended DOC-31 is submitted to the cashier.

On jointly and severally cases, the agent must identify the other case(s) by name of co-defendant(s), court case number(s), and the co-defendants' DOC number(s), if known, in the "Other Information" box.

If the amount of restitution is stated on the court order, the DOC-31 need not be signed by the judge, deputy, or clerk of courts.

.03 ROUTING

TO

Division Cashier	Original
Case File	1 copy
Court File	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Disbursement Order DOC-32
Date: 03/20/02 Page 1 of 1

.01 PURPOSE

The Disbursement Order is used as an authorization for the Cashier's office to disburse an offender's funds or as an application for a loan from the Revolving Loan Fund or the Parolee Loan Fund.

.02 DIRECTIONS

The form must be signed and dated by the offender and the agent and approved by the Supervisor. DOC-32's for Revolving Fund Loans or Parolee Loans must include a repayment plan.

.03 ROUTING

TO

Cashier's Office through Supervisor	Original
Cashier's Office through Supervisor (to be returned to agent)	1 copy
Case File (can be discarded <u>if</u> receive copy from Cashier's Office)	1 copy
Offender	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Area Transfer DOC-34
Date: 03/20/02 Page 1 of 1

.01 PURPOSE

The Area Transfer is used to initiate the simultaneous transfer of more than one case from one area to another, both Active and Institution cases, as well as Individual Institution Cases.

.02 DIRECTIONS

The sending agent, along with the supervisor, determines which cases are to be transferred. If the receiving agent's supervisor does not concur with the transfer, the Regional Chief(s) involved will be the deciding authority. Separate forms must be used for active and institution cases. Cases are listed alphabetically. Do not include cases on the Area Transfer which have been submitted on the Recommendation For Administrative Action (DOC-44). Agents have 30 days to accept or reject a case.

.03 ROUTING

Supervisor	Original + 2 copies
Sending Agent	1 copy
Ledgerkeeper	1 copy

NOTE: When transfer involves institution cases, send a copy to each institution involved.

Sending Agent's Supervisor will indicate approval by signing and dating the DOC-34 and routing all copies to the Receiving Agent's Supervisor.

Receiving Agent's Supervisor will indicate approval by signing and dating the DOC-34 and routing the copies as follows:

CRU (CRU will forward to DCC Cashier)	Original
Ledgerkeeper	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 1 of 9

.01 PURPOSE

The DOC-44 is used to recommend changes in case status that requires administrative action.

.02 DIRECTIONS

One DOC-44 is used for multiple cases and the cases affected are identified. Under the "Agent's Recommendation" section, the agent checks the specific action recommended and the section entitled "Recommendation Submitted for the Following Reason(s)." The supervisor and regional chief complete the appropriate review section. Specific instructions for each administrative action are stated below.

- Instructions -

Stop Time

The Stop Time function is used for all absconders pursuant to Manual Chapter 9 and for violations of supervision in circumstances where the agent feels it is necessary to stop time. If time is being stopped due to absconding, the "Recommendation Submitted for the Following Reasons" must contain justification for stopping time.

Start Time

To start time a DOC-44 must be prepared. Check "Start Time" and indicate if time is to be tolled or no time tolled. The "Recommendation Submitted for the Following Reasons" section must contain start time justification.

If time is tolled, the "Time Tolled From" date may not be earlier than the effective date of violation. For offenders placed in custody following a violation and supervision is reinstated with time to be tolled, the reinstatement date shall be the date that the offender is placed in custody. For offenders who are not placed in custody following a violation and supervision is reinstated with time to be tolled, the reinstatement date shall be the date of face-to-face contact between the offender and the agent.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 2 of 9

.02 DIRECTIONS (continued)

If time is tolled, include the Request for Reinstatement ([DOC-247](#)). If time is tolled, the Regional Chief will prepare the Order Reinstating Probation ([DOC-96b](#)) and/or the Order Reinstating Parole ([DOC-186b](#)).

Revocation

When revocation is initiated, check the appropriate recommendation. CRU will STOP TIME as of the effective date of violation.

If the recommendation for revocation is withdrawn prior to the final revocation hearing, a DOC-44 must be prepared. Check "Withdraw Revocation Request." CRU will start time without any tolling of time. If time is to be tolled, use Start Time procedure (above).

Discharge

For discharge prior to normal case expiration, check "Discharge." Justification must be consistent with standards set forth in DCC Manual Chapter 06.32.

Other

For administrative actions not specified above, check "Other" and state the action requested. These may include voluntary return to institution, case transfer of active field supervision cases, etc.

Making Corrections to CACU Database

Check "Corrections to the accompanying computer information." Changes to the DOC-44 should be made in red ink. The agent signs and dates a copy of the DOC-44 and forwards it to CRU.

Division of
Community Corrections

Chapter:	Forms	
Subject:	Recommendation for Administrative Action DOC-44	
Date:	03/20/02	Page 3 of 9

.02 DIRECTIONS (continued)

Request for Death Certificate

Check box for "Request for Death Certificate."
Insert date and place of offender's death, sign a copy of the DOC-44, attach documentation of the death, i.e., an obituary, newspaper article, etc., and forward the packet to DCC Central Office.

Transfer of Supervision

Original copy of the DOC-44 remains with the case file.

Case Transfer

1. Sending agent makes two copies of DOC-44.
 - a) One copy of DOC-44 is retained by sending agent.
 - b) One copy of DOC-44 goes on top of case file to sending supervisor.
2. Sending supervisor initials the copy of DOC-44 in the upper right hand corner and forwards it with the case file to the sending agent's ledgerkeeper for entry into OATS. The file is then forwarded to the receiving agent's office.
3. Receiving office routes DOC-44 with the case file to the ledgerkeeper of the receiving agent.
4. Ledgerkeeper updates OATS and forwards DOC-44 with the case file to the receiving agent.
5. Receiving agent completes transfer investigation.

Accepting Case Transfer

1. Within 30 days, receiving agent signs DOC-44 accepting case transfer. The old area number is crossed out and the new area number is inserted. The copy of the signed DOC-44 is retained in the case file and the original is forwarded to Central Records Unit.
2. Central Records Unit records new area number on CACU database and forwards the signed DOC-44 to the sending agent.
3. Sending agent files the original in the case file.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 4 of 9

.02 DIRECTIONS (continued)

Rejecting Case Transfer

1. Receiving agent completes and signs DOC-44 indicating rejection.
2. DOC-44 and case file are forwarded to receiving supervisor.
3. Receiving Supervisor
 - a) Rejection Upheld
 - 1) Receiving supervisor signs and approves case rejection on DOC-44.
 - 2) DOC-44 and case file is returned to receiving agent's ledgerkeeper.
 - 3) Receiving agent's ledgerkeeper rejects the case in OATS and forwards the DOC-44 and case file to the sending agent's office.
 - 4) The sending agent's ledgerkeeper reactivates the case in OATS and forwards the DOC-44 and case file to the sending agent.
 - 5) Sending agent resumes supervision.
 - b) Rejection Denied
 - 1) Receiving supervisor signs and completes the DOC-44 accepting case transfer.
 - 2) Receiving supervisor follows steps 6 and 7 above, "Accepting Case Transfer."

.03 ROUTING

Early and Administrative Discharges, Revocations, Withdrawal of Revocation Requests, Stop Time, and Start Time

Original DOC-44 packet (including the face sheet) is retained in the case file.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 5 of 9

.03 ROUTING (continued)

AGENT

TO

Supervisor

One copy of the
DOC-44 and face
sheet for all
pertinent cases.

SUPERVISOR

TO

Regional Chief

One copy of signed
DOC-44 and face
sheet for all
pertinent cases
(unit supervisor
may retain a
signed copy at the
unit level, if
desired).

Agent's Ledgerkeeper

One copy of signed
DOC-44 for all
pertinent cases.

REGIONAL CHIEF

If approved:

TO

Agent (through supervisor)

Signed copy of
DOC-44 for all
pertinent cases.

Central Records Unit

Signed copy of
DOC-44 for all
pertinent cases.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 6 of 9

.03 ROUTING (continued)

Death Certificates

AGENT

TO

DCC Central Office

Signed copy of
DOC-44, face sheet
and documentation
for all cases.

Corrections to the Accompanying Computer Information

AGENT

TO

Central Records Unit

Signed copy of the
DOC-44 for all
pertinent cases.

Transfer of Field Supervision

SENDING AGENT

A copy of the completed DOC-44 is retained by the
sending agent as a follow document. The original
DOC-44 remains with the case file.

TO

Sending Supervisor

One copy of
completed DOC-44
on top of the case
file.

SENDING SUPERVISOR

TO

Sending Agent's Ledgerkeeper

One copy of
completed DOC-44
on top of the case
file.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 7 of 9

.03 ROUTING (continued)

SENDING AGENT'S LEDGERKEEPER

TO

Receiving Office

One copy of
completed DOC-44
on top of the case
file.

RECEIVING OFFICE

TO

Receiving Agent's Ledgerkeeper

One copy of
completed DOC-44
on top of the case
file.

RECEIVING AGENT'S LEDGERKEEPER

TO

Receiving Agent

One copy of
completed DOC-44
on top of the case
file.

Case Acceptance

RECEIVING AGENT

TO

Case File

One copy of the
signed DOC-44 is
retained by the
receiving agent.

Central Records Unit
through the receiving
Supervisor

Original signed
DOC-44.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 8 of 9

.03 ROUTING (continued)

CENTRAL RECORDS UNIT

TO

Sending Agent's Supervisor Original signed
DOC-44.

SENDING AGENT'S SUPERVISOR

TO

To Sending Agent through the Original signed
sending agent's Ledgerkeeper DOC-44.

Case Rejection -- Rejection Upheld

RECEIVING AGENT

TO

Receiving Agent's Supervisor One copy of the
signed DOC-44 and
the case file.

RECEIVING AGENT'S SUPERVISOR

TO

Through Receiving Agent's One copy of the
Ledgerkeeper to the Sending signed DOC-44 and
Agent's Ledgerkeeper the case file.

SENDING AGENT'S LEDGERKEEPER

TO

Sending Agent One copy of the
signed DOC-44 and
the case file.

Division of
Community Corrections

Chapter: Forms
Subject: Recommendation for Administrative Action DOC-44
Date: 03/20/02 Page 9 of 9

.03 ROUTING (continued)

Case Rejection -- Rejection Denied

RECEIVING AGENT

TO

Receiving Agent's Supervisor One copy of the
signed DOC-44 and
the case file.

RECEIVING SUPERVISOR

TO

Receiving Agent One copy of the
signed DOC-44 and
case file to the
receiving agent.

Central Records Unit One copy of the
through the Receiving signed DOC-44.
Supervisor

CENTRAL RECORDS UNIT

TO

Sending Agent's Supervisor One copy of the
signed DOC-44.

SENDING AGENT'S SUPERVISOR

TO

To Sending Agent through the One copy of the
Sending Agent's Ledgerkeeper signed DOC-44.

Division of
Community Corrections

Chapter: Forms
Subject: Travel Permit DOC-50
Date 03/20/02 Page 1 of 2

.01 PURPOSE

The DOC-50 is used to authorize all temporary, provisional, and blanket travel outside of the State of Wisconsin.

.02 DIRECTIONS

Temporary travel permits may be granted to offenders having a bona fide need to travel out of state for a period of time not to exceed 15 days. Travel may be extended with a supervisor's approval.

Should an offender's request for temporary travel be denied, the reason for denial will be documented in the Chronological Log (DOC-90).

Provisional travel permits may be granted by a sending state in unusual circumstances to allow an offender to proceed to a receiving state prior to completion of an investigation and formal acceptance of the case by the receiving state.

Reporting instructions must be obtained through the Interstate Compact office prior to issuing a provisional travel permit.

Blanket travel permits may be granted to offenders having a bona fide need to travel out of state on a regular basis i.e., for employment, school, medical appointments, etc.

If more than one state is listed, an extra copy of the travel permit should be prepared for each additional state where the offender will spend time. Traveling through a state is not considered "spending time".

The "Agreement" section of the DOC-50 should be reviewed with the offender before the form is signed.

Conditional release (971) and Supervised release (980) cases are not permitted to travel outside the state.

Division of
Community Corrections

Chapter: Forms
Subject: Travel Permit DOC-50
Date: 03/20/02 Page 2 of 2

.03 ROUTING

15 Days or Less

TO

Case File	Original
Offender	1 copy
Supervisor	1 copy

Over 15 Days, Provisional or Blanket
Permit

TO

Supervisor*	Original + 4 copies
-------------	------------------------

*Supervisor Routes As Follows

Case File	Original
Offender	1 copy
Supervisor Retains	1 copy
Compact Specialist (who forwards to appropriate state(s))	2 copies

Division of
Community Corrections

Chapter:	Forms	
Subject:	Request to Transfer Case For Interstate Supervision DOC-54	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-54 is used to request transfer of a Wisconsin case to another state under the Interstate Compact.

.02 DIRECTIONS

The DOC-54 is completed by the agent for signature by the Compact Specialist.

.03 ROUTING

The agent prepares and routes the DOC-54 with all other required packet material (see Chapter 12) through the supervisor to the Compact Specialist who distributes as follows:

TO

Compact Administrator of the receiving state along with the above listed materials	Original + 1 copy
Wisconsin Agent	1 copy
Wisconsin Compact Specialist	1 copy
Wisconsin Deputy Administrator	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Application to Purchase And/or Operate a Motor Vehicle DOC-56
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-56 is used to obtain information about a motor vehicle that will be operated by an offender, the offender's driver's license, and driving record.

.02 DIRECTIONS

The agent may require the offender to complete the form when permission is granted to purchase or operate a motor vehicle.

.03 ROUTING

TO

Case File

Original

Offender

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Apprehension Request DOC-58	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The Apprehension Request and Warrant (DOC-58) is used to request the assistance of law enforcement agencies in the apprehension of offenders.

.02 DIRECTIONS

If the offender is on supervision for both felonies and misdemeanors, check "Felony." If "Felony" and "Yes Extradite" are checked, CIB will automatically enter the DOC-58 to NCIC. If the offender is on Extended Supervision, check "Probation". The agent should review all cases with the supervisor before checking "Yes Extradite". The "comments section" is used to identify any specific extradition limitations (i.e. adjacent states only).

Misdemeanants can be extradited with supervisory approval.

If an apprehension request is issued on an Out-Of-State case being supervised in Wisconsin, do not check extradite since this authority belongs to the sending state.

A supervisor may phone in an emergency apprehension request to the monitoring center. A hard copy must be faxed as soon as possible but no later than the next working day.

The unit supervisor maintains a file of all validated apprehension requests.

.03 ROUTING

TO

DOC Warrant Section	Original (or faxed copy)
Supervisor (via ledgerkeeper)	1 copy
Case File	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Apprehension Cancellation DOC-58a
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

An Apprehension Cancellation (DOC-58a) is used to cancel a previously issued Apprehension Request (DOC-58).

.02 DIRECTIONS

An Apprehension Cancellation must be submitted as soon as the offender is in custody. Failure to cancel can cause the arrest of persons no longer "wanted" and could result in a legal suit for false arrest. When an offender is apprehended out-of-state, a cancellation must be submitted to assure that CIB is in compliance with NCIC policy.

When an offender will be released prior to a DOC-58a being processed by the Warrant Section, cancellation may be effected by calling DOC Warrant Section between 7:15 a.m. and 4:00 p.m. Monday through Friday.

When the DOC Warrant Section has authorized a hold after normal business hours or on weekends, the agent must submit the DOC-58a as soon as possible, but no later than the next working day. In addition, the agent must submit an Order to Detain (DOC-212) to the appropriate holding agency.

.03 ROUTING

TO

DOC Warrant Section	Original
Supervisor (via ledgerkeeper)	1 copy
Case File	1 copy

Division of
Community Corrections

Chapter:	Forms
Subject:	Judgment Deferred Probation Ordered DOC-61
Date:	05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-61 is the official Court Order placing a defendant on probation to the Wisconsin Department of Corrections under ss.961.47. Upon a finding of guilt, the entry of the judgment of conviction is deferred and upon fulfillment of the terms and conditions of the order, the deferred proceedings will be dismissed and the offender discharged.

.02 DIRECTIONS

The DOC-61 is prepared by the Court immediately after sentence.

.03 ROUTING

Clerk of Courts

TO

Local Probation Office Original + 1 copy
Court File 1 copy

Agent

TO

Case File Original
Central Records Unit 1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Appointment Notice DOC-86 and 86S (Spanish)
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The Appointment Notice is used to notify an offender of an appointment or a missed appointment.

.02 DIRECTIONS

The appointment information is completed and the Appointment Notice is signed by the agent. The form is addressed and mailed as a post card.

.03 ROUTING

Completed and mailed by the agent to the offender.

Division of
Community Corrections

Chapter: Forms
Subject: Home Visit Waiver DOC-88
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-88 is used to request a modification or waiver of home visit standards.

.02 DIRECTIONS

The form is prepared by the agent, indicating if a home visit modification or waiver is being requested. The justification for the request must be stated. If approved, the agent must document the action in the Chronological Log (DOC-90). It may also be documented in the Client Log of the OATS program.

.03 ROUTING

TO

Supervisor*

Original and 1 copy

*Supervisor may retain a copy. The original is returned to the agent for the case file.

When completed in OATS, the DOC-88 is submitted electronically to the supervisor who makes a decision and enters it into OATS.

Division of
Community Corrections

Chapter:	Forms	
Subject:	Chronological Log DOC-90	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The Chronological Log is used to record all case activity and agent contacts.

.02 DIRECTIONS

The offender's name is to be typed or printed in the block indicated. The DOC number assigned by CRU is typed or printed in the block marked "case number." The supervision level, CMC class, and discharge date are to be completed on all copies. If applicable, the following are to be indicated: SO (Sex Offender), SBN (Special Bulletin Notification Case), SVP (Sexually Violent Person - 980), NGI (Not Guilty by Reason of Insanity or Mental Defect - 971) and/or IC (Interstate Compact Case).

Entries in the "address" and "telephone number" blocks are to be made in pencil, if hand-written, and updated as this information changes. It is imperative that all other hand-written entries be legible and in ink.

The date the contact occurred is the date recorded as the "contact date." The appropriate contact codes are recorded in the "person-method-place" blocks. All contacts with agencies and individuals other than the offender are "collateral" contacts.

The DOC-90 pages are numbered sequentially. The pages are maintained in a three-ring binder in alphabetical order or in an official DOC group folder located on the DOC network. To ensure proper back-up, the DOC-90's are not to be maintained on a floppy disk nor on a local hard drive. Electronic copies of the DOC-90's are to be printed and sent with the case file when the file is transferred.

.03 ROUTING

TO

Retained by Agent

Original

Division of
Community Corrections

Chapter: Forms
Subject: Violation Warrant DOC-95
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The Violation Warrant provides formal notice to apprehend and hold an offender in custody to any officer with the power to serve criminal process or to any person in charge of a place of detention.

.02 DIRECTIONS

The DOC-95 is completed by the DCC Registrar upon request of an agent or out-of-state authority.

Multiple cases can be put on one form.

.03 ROUTING

TO

Regional File	Original
Case File	1 copy
Unit Supervisor	1 copy
Central Records Unit	1 copy
Institution Registrar (parole case only)	2 copies

Division of
Community Corrections

Chapter: Forms
Subject: Order Reinstating Probation DOC-96b
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-96b is used to reinstate an offender on probation when time is tolled.

.02 DIRECTIONS

The Order Reinstating Probation is prepared by the Regional Office. Completion is self-explanatory. The effective date of reinstatement is the date an offender becomes available. The DOC-96b requires the signature of the regional chief/designee.

.03 ROUTING

TO

Regional File	Original
Case File	1 copy
Central Records Unit	1 copy

Division of
Community Corrections

Chapter:	Forms	
Subject:	Monthly Ledger Summary DOC-100	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The Monthly Ledger Summary (DOC-100) is used to report information from the Classification Ledger in order to detect trends in workload, regional variations, and to provide data essential for development of the division's budget.

.02 DIRECTIONS

This report is generated electronically in OATS.

.03 ROUTING

OATS routes the report electronically.

Division of
Community Corrections

Chapter: Forms		
Subject: Petition and Stipulation to Waive Appearance and Hearing CR-208/DOC-101		
Date	05/21/02	Page 1 of 1

.01 PURPOSE

The CR-208/DOC-101 is used to petition the court for an order extending probation for collection of restitution and/or court-ordered obligations or other court ordered conditions which the offender has not completed, or for issuing a civil judgment when the offender wishes to waive rights to a hearing.

.02 DIRECTIONS

The Petition and Stipulation to Waive Appearance and Hearing should be initiated 90 days prior to discharge of the offender's case.

Sections 1,2,3 & 4 should be completed with the requested information. For section 5, the agent must determine if the offender has the ability to pay the court obligations and if so, recommend a period of extension.

The agent shall discuss the matter with his/her supervisor and, if appropriate, request termination of the probation and have a civil judgment entered against the offender for the unpaid obligations. At line 9, the offender should sign and date the form and the agent should sign as witness.

Unless otherwise instructed by the Court, complete the information in the COURT ORDER/JUDGMENT section, line 3. Check the appropriate boxes and complete the required information.

On the reverse side of the form, the "Rights Being Waived" section must be initialed as having been read.

.03 ROUTING

TO

Court (for Judge's signature) Original + 2 copies
Cover memo, if
required.

When Court Action is Completed

Court File	Original
Central Records Unit	1 copy
Case File	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Offender Request for Administrative Review DOC-127
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-127 is used to afford offenders an opportunity to request administrative review of certain types of decisions through a formal review process.

.02 DIRECTIONS

The form is prepared by the offender. Only a single request can be included on the form. The request must be filed within 5 working days after the date on which the incident or denial occurred. The offender will fill in the request form (DOC-127) as completely as possible and forward it to the denying authority's immediate supervisor.

.03 ROUTING

TO

Supervisor of Denying Authority

Original

Division of
Community Corrections

Chapter: Forms
Subject: Wage Assignment & Waiver DOC-148
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The Wage Assignment (DOC-148) is used to secure direct payment from an offender's earnings.

.02 DIRECTIONS

After getting approval from the employer, the agent will obtain the required signatures on the DOC-148. It should be noted that this is a time-limited document.

.03 ROUTING

TO

Employer	Original
Case File	1 copy
Offender	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Payment Ledger DOC-150
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The Payment Ledger (DOC-150) is used as a method of maintaining a record of status on an offender's court- ordered financial obligations.

.02 DIRECTIONS

A Ledger Sheet must be maintained on each offender having court-ordered financial obligations. The agent will record each payment on the Ledger Sheet immediately upon receipt and compute a current balance.

The official division offender account record is maintained by the Division Cashier. It is advisable for the agent to maintain periodic review the CACU records to ensure accuracy.

If not maintained electronically, the DOC-150 is to be filed alphabetically in a separate, loose-leaf binder or kept stapled to the inside front cover of the case file.

When a file is transferred to another area, the DOC-150 will be removed from the binder or printed, and forwarded with the file. When court obligations are satisfied, the respective ledger sheet will be placed in the area file.

.03 ROUTING

The Payment Ledger is prepared and kept by the agent.

Division of
Community Corrections

Chapter: Forms
Subject: Index Card-DCC DOC-151
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The Index Card (DOC-151) is used at the discretion of the Unit office. It affords a permanent record of all cases, either supervised and/or investigated.

.02 DIRECTIONS

Information on the Index Card is taken directly from the DOC-44. The out-of-state number indicated should be on the Index Card when appropriate. Court-ordered obligations are shown under "Term." When a case is terminated, the T number is placed on the Index Card and on the tab of the case file.

Investigations are listed on the back side of the Index Card with the date of completion and the institution, if applicable. Under "Misc." indicate the investigating agent and number. When a case is discharged, indicate the date and name of agent and area number at discharge. When a transfer is made, indicate the receiving agent, area number, and date of acceptance.

A separate card should be maintained for institution cases with the address left blank.

.03 ROUTING

TO

File Card Box

Original

Division of
Community Corrections

Chapter: Forms		
Subject: Initial Intake Assessment DOC-175 and Master Scoring Guidelines DOC-175a		
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-175 is used to assist the agent in assessing and classifying an offender's treatment needs for the purpose of developing a case plan.

.02 DIRECTIONS

The DOC-175 is completed by the agent while conducting a CMC interview. An instruction sheet and scoring guide is included in the form. It is also available in the OATS program.

.03 ROUTING

Retain in the offender's file.

Division of
Community Corrections

Chapter: Forms
Subject: Probation Social Investigation DOC-179 & DOC-179s
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-179 is used to assist an agent in obtaining information from the offender.

.02 DIRECTIONS

The DOC-179 is completed by the offender. The agent reviews the form with the offender for accuracy and completeness. The agent completes the victim and collateral information sections. The reviewed form, along with a completed Face Sheet (DOC-3) and Agent's Assessment and Impressions (DOC-179a), may be utilized as a probation social investigation. The completed form may also be used to assist in the completion of a presentence investigation.

.03 PREPARATION AND ROUTING

The completed social investigation is routed to the supervisor for signature. It is retained in the area file.

Division of
Community Corrections

Chapter: Forms
Subject: Agent's Assessment and Impressions DOC-179a
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-179a is completed by the agent after reviewing the DOC-179 with the offender. It is used to record the agent's impressions of the offender and to make note of the offender's correctional experience. Together with the DOC-179 and Face Sheet, it can be used as a social history on an offender.

.02 DIRECTIONS

The DOC-179a is completed by the agent as part of the intake process. It must be typed and then signed and dated by both the agent and the field supervisor.

Most of the fields are self-explanatory. The fields should be filled in as completely as possible.

The "impressions sections" should include a thumbnail sketch of the offender, as well as a discussion of the risk to the community posed by the offender, and the critical success factors of employment, residence, stable support, AOD treatment, and Cognitive Intervention needs. It should also include a discussion of restorative justice issues and how the Department plans to supervise the offender.

.03 PREPARATION & ROUTING

The agent prepares the DOC-179a and routes it to the field supervisor as part of the intake package. After the supervisor signs off on the document, it is placed in the case file.

Division of
Community Corrections

Chapter:	Forms	
Subject:	Investigation Worksheet DOC-180	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The Investigation Worksheet is used to assist an agent in gathering information for preparation of a presentence investigation.

.02 DIRECTIONS

The use of the DOC-180 is optional.

.03 PREPARATION AND ROUTING

The worksheet is used by the agent, who may retain it in the file or destroy it upon completion of the investigation.

Division of
Community Corrections

Chapter:	Forms	
Subject:	Order Reinstating Parole DOC-186B	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-186B is used to reinstate an offender on parole when time is tolled.

.02 DIRECTIONS

Completion of the Order Reinstating Parole is self-explanatory. The effective date of reinstatement is the date the offender becomes available. The DOC-186B requires the signature of the Deputy Secretary.

.03 PREPARATION AND ROUTING

The Regional Chief completes the DOC-186B and makes two additional copies. One copy is retained and the original and one copy is forwarded to the Division Administrator with a copy of the Recommendation for Administrative Action (DOC-44), a Request for Reinstatement (DOC-247) and tolling time computation sheet (see sample in Absconding Chapter). Calculate the new MR date and put on the bottom of the DOC-186B.

After Division approval, the packet is forwarded to the Deputy Secretary.

When the packet is returned to the Regional Office, send the original DOC-186B to CRU for processing and one copy to DCI records office. When the original is returned from CRU, route the DOC-186B to the agent via the supervisor.

Division of
Community Corrections

Chapter:	Forms	
Subject:	Forms/Publications Requisition DOC-203	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-203 is used to order forms not available in public folders.

.02 DIRECTIONS

Orders should be placed no more than once per month and should not exceed a three-month supply.

Type in the complete street address to which orders are to be sent since the top half of the form becomes the shipping label.

.03 PREPARATION AND ROUTING

The DOC-203 should be e-mailed to the Department Forms Officer.

Division of
Community Corrections

Chapter: Forms
Subject: Order to Detain - DOC-212
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-212 is used to order the detention of an offender.

.02 DIRECTIONS

Completion of the Order to Detain is self-explanatory. Date of detention is the date the Department authorizes custody.

.03 ROUTING

TO

Law Enforcement Agency	Original
Case File	1 copy
Supervisor	1 copy
Holds Data Base Designee	1 copy

Division of
Community Corrections

Chapter:	Forms
Subject:	Cancellation of Order to Detain DOC-213
Date:	05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-213 is used to cancel the Order to Detain (DOC-212) and provide notification to the detaining authority.

.02 DIRECTIONS

Completion of the Cancellation of Order to Detain is self-explanatory.

.03 ROUTING

TO

Law Enforcement Agency	Original
Case File	1 copy
Supervisor	1 copy
Holds Data Base Designee	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Detention Extension Authorization DOC-214
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-214 is used to authorize continued custody of an offender.

.02 DIRECTIONS

Completion of the DOC-214 is self-explanatory. A signed copy will be returned to the agent for retention in case file.

.03 ROUTING

For the First Three Day Extension:

TO

Agent	Original
Supervisor	1 copy

For ALL Extensions After the First Extension:

TO

Regional Chief	Original
Supervisor	1 copy

Division of
Community Corrections

Chapter:	Forms	
Subject:	Request for Reinstatement DOC-247	
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The Request for Reinstatement is used to allow the offender to request reinstatement with time being tolled.

.02 DIRECTIONS

The offender must stipulate to the alleged violation(s). The form is prepared by the agent when reinstatement on supervision and tolling of time are being recommended.

.03 ROUTING

TO

Case File	Original
Offender	1 copy
Supervisor*	1 copy

*The supervisor routes a copy to the Regional Chief with the Recommendation for Administrative Action (DOC-44).

Division of
Community Corrections

Chapter: Forms		
Subject: Alternative to Revocation Agreement DOC-250		
Date:	05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-250 is used to confirm an offender's participation and agreement in an Alternative to Revocation (ATR). The offender admits to the violation(s) and agrees to the terms of the agreement.

.02 DIRECTIONS

This form will be signed by the offender prior to placement. If placed in a DAI facility, institution approval is required. In addition, the offender must agree to a specific length of stay.

.03 ROUTING

TO

Case File	Original
Supervisor	1 copy
Institution Case File (if applicable)	1 copy
Ledgerkeeper	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Placement Plan Alternative to Revocation DOC-251
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-251 is used to provide identifying information and program/treatment requirements during an institution placement.

.02 DIRECTIONS

The DOC-251 is to be filled out by the agent during placement planning with participation of the offender and institution staff.

.03 ROUTING

TO

Case File	Original
Supervisor	1 copy
Institution Case File (if applicable)	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Investigation Audit DOC-307
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-307 is used to evaluate both the form and substance of the information contained in a presentence.

.02 DIRECTIONS

Completion is self-explanatory.

.03 ROUTING

TO

Agent	Original
Supervisor	1 copy
Regional Chief	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Case Record Review DOC-308
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

Case record audits are conducted for quality control, training new agents, and evaluation of experienced agents.

.02 DIRECTIONS

Each month for a Probation & Parole Agent A; every two months for Probation & Parole Agent B; every three months for Probation & Parole Agent C. To be completed in conjunction with a formal conference. At least 1 case per conference. Supervisor should select the case(s) to be audited without advance notice. Completion is self-explanatory.

.03 ROUTING

TO

Agent	Original
Supervisor	1 copy
Regional Chief	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Incident Report DOC-375
Date: 05/21/02 Page 1 of 1

.01 PURPOSE

The DOC-375 is used to report an incident involving injury, property damage, or threats.

.02 DIRECTIONS

To be completed by the appropriate staff member when an incident occurs.

.03 ROUTING

TO

Regional Chief*	Original + 1 copy
Supervisor	1 copy
Employee	1 copy

*Regional Chief will route the original to the Division Administrator.

Division of
Community Corrections

Chapter: Forms	
Subject: Expenditure Report Monthly DOC-385	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The Expenditure Report Monthly itemizes the monthly and year-to-date expenditures of programs funded with Purchase of Services funds. It is reviewed each month by the Regional Contract Administrator. The form serves as an invoice which allows the provider agencies to be reimbursed for services delivered in accordance with the contract.

.02 DIRECTIONS

The provider agency prepares the DOC-385 in a line item format consistent with the approved budget in the contract. It is reviewed and signed by the Regional Contract Administrator and submitted to Central Office for processing for payment.

.03 ROUTING

The provider submits three (3) copies to the Contract Administrator who routes them as follows:

DCC Central Office	Original + 1 copy
Regional Office	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Offender Report - Monthly Halfway House DOC-386	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The Offender Report - Monthly Halfway House form serves to verify the offenders who resided in a halfway house which holds a contract with the Department. It also provides entry and discharge dates for calculating occupancy rates. It also provides data or reason for discharge.

.02 DIRECTIONS

The provider agency prepares the DOC-386 by listing each resident, offender number, agent number, entry date, discharge date, and reason for discharge. The provider also lists whether services are provided by the agency or via referral, the number of urinalysis tests, and their results.

.03 ROUTING

The provider submits three (3) copies to the Contract Administrator who routes them as follows:

DCC Central Office	Original + 1 copy
Regional Office	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Notice of Violation, Recommended Action and Statement of Hearing Rights DOC-414	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-414 is used to inform the offender of the alleged violation(s) of supervision and to provide notice that revocation of supervision is being initiated. Waivers of right are included.

.02 DIRECTIONS

Outline Receipt, Notice of Violation

Service of the outline will be signed by the offender or staff person if the offender refused to sign the receipt.

Waiver

The offender may elect to waive the preliminary or final hearing by signing in the appropriate place. Good time information must be filled in on parole or extended supervision cases. Time available for reincarceration and the recommended must be completed.

Custody Decision

The form may be used to inform the offender of the custody decision when no preliminary hearing is required.

.03 ROUTING

Routing is according to instructions printed on the lower border of each page of the DOC-414.

Division of
Community Corrections

Chapter: Forms	
Subject: Notice of Preliminary Hearing DOC-415	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-415 is used to inform an offender of the date, time, and place of the preliminary hearing and give the offender other pertinent information on the first stage of revocation.

.02 DIRECTIONS

The notice will be served on the offender when a preliminary hearing is required.

.03 ROUTING

TO

Offender	Original
Supervisor	1 copy
Magistrate	1 copy
Case File	1 copy
Attorney	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Revocation Information Request DOC-416	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-416 is used to determine the amount of good time or reincarceration time available at the point of revocation of parole or extended supervision.

.02 DIRECTIONS

When starting revocation proceedings of any parole or extended supervision case, the agent will prepare the Revocation Information Request.

.03 ROUTING

TO

Registrar - DCI

Original

Case File*

1 copy

*When the original is returned, the copy can be destroyed.

Division of
Community Corrections

Chapter: Forms	
Subject: Claim for Witness Fees DOC-424	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-424 is used to certify the attendance of a subpoenaed witness at a revocation hearing so the witness can claim mileage and witness fees.

.02 DIRECTIONS

The agent, Administrative Law Judge, or magistrate fills in the top part of the form, certifying attendance and indicating the number of miles traveled. The subpoenaed witness dates and signs the bottom portion of the form.

.03 ROUTING

TO

DCC Business Office

Original

Case File

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Revocation Hearing Request DOC-429	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-429 is used to request that the Division of Hearings & Appeals schedule a Final Administrative Hearing.

.02 DIRECTIONS

The agent or supervisor completes and forwards the DOC-429 and one copy of the 414a to the Division of Hearings & Appeals.

.03 ROUTING

TO

Division of Hearings & Appeals	Original
Case File	1 copy
Supervisor	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Official Receipt DOC-500PP	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-500PP is used to document the receipt of all monies other than supervision fees received from the offender or on behalf of the offender.

.02 DIRECTIONS

Whenever monies other than supervision fees are received, an official receipt must be issued and signed by the person accepting the money from his/her own receipt book. The receipt is serially numbered and recorded on the Statement of Collections (DOC-25). In the event of an error in preparation, the receipt is marked "VOID" and all copies are retained in the receipt book.

When a receipt is issued for another agent's offender, the receipt is marked with the area number of the agent for whom the collection is made and the first copy is given to the assigned agent.

Be sure to include the "spelled out" amount on the receipt and put an X or checkmark in the appropriate box, i.e., check or money order.

.03 ROUTING

TO

Payor	Original
Offender file	First Copy
Remains in receipt book	Second Copy

Division of
Community Corrections

Chapter: Forms	
Subject: Request for Purchase of Offender Services and Goods DOC-501	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-501 is used to request and authorize purchase of services and goods obtained on behalf of an offender.

.02 DIRECTIONS

A separate DOC-501 is completed for each provider. Each service or goods requested must be itemized separately and accurately because a provider cannot be paid an amount exceeding the original total request. The agent must verify the name of the business or agency which is to receive payment and the billing address.

The agent must obtain the Federal Tax Identification Number or the provider's Social Security Number.

For termination or modification of a purchase order, an amended DOC-501 will be prepared in accordance with the cancellation procedure in 06.10.04, page 11 of 14.

Emergency purchase order numbers may be obtained according to the procedure in 06.10.06.

.03 ROUTING

Agent to Supervisor	Original + 1 copy
Supervisor	Original + 1 copy
Case File	1 copy
POS Coordinator to DCC Central Office, Offender Services Program Assistant	Original + 1 copy if necessary

Division of
Community Corrections

Chapter: Forms	
Subject: Request for Purchase of Offender Services and Goods - Instructions DOC-501A	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-501A is to provide instructions for numbered items in the completion of the DOC-501, Request for Purchase of Offender Services and Goods.

.02 DIRECTIONS

Form is self-explanatory.

.03 ROUTING

None

Division of
Community Corrections

Chapter: Forms	
Subject: Admission to Adult Field Caseload DOC-502	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-502 is used to assist an agent in developing a case plan and establish a supervision level by assessing the offender's risk and needs and to provide statistical information.

.02 DIRECTIONS

The DOC-502 must be completed for each offender received on supervision. Each required field must be filled out completely and according to the guidelines in the technical completion manual.

.03 ROUTING

TO

Case file (routed through ledgerkeeper if not completed in OATS).

Division of
Community Corrections

Chapter: Forms	
Subject: Adult Risk and Need Reassessment DOC-506	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-506 is used to re-evaluate an offender's needs and risk in order to assign offenders to an appropriate supervision level.

.02 DIRECTIONS

The DOC-506 is submitted when the agent desires to override the automatic reclassification, either to a higher or lower classification. It may also be submitted at any point in supervision if the agent feels a reclassification is necessary. Use of the DOC-506 Guidelines (technical completion manual) is encouraged when completing the coded items on the Needs and Risk scales. Sufficient justification for the requested override must be provided.

.03 ROUTING

TO

Supervisor	Original
After Supervisory approval-to-	Ledgerkeeper
Ledgerkeeper (after ledger Documentation) - Return to-	Agent (retain in case file)

If supervisor disapproves, the DOC-506 is returned to the agent, and the offender is supervised at the pre-override level.

Division of
Community Corrections

Chapter: Forms	
Subject: Request for Purchase DOC-775	
Date: 05/01/02	Page 1 of 1

.01 PURPOSE

The DOC-775 is used to request and authorize the purchase of supplies and services obtained for DCC operational purposes. The DOC-775 is not to be utilized if the vendor will accept payment for supplies and services via the state purchasing card.

.02 DIRECTIONS

A separate DOC-775 is completed for each vendor. Each supply or service requested must be itemized separately and accurately as a vendor cannot be paid an amount exceeding the original total request. The requestor must verify the name of the business or vendor which is to receive payment along with the billing address.

The requestor must obtain the federal tax identification number or the vendor's social security number, utilizing the W-9 form. This is not required if the vendor has been utilized previously and a federal tax ID number and vendor number has been assigned.

The Bureau of Procurement purchasing guidelines must be followed including utilization of mandatory contracts and bulletins.

Reference VendorNet System online for bulletin and contract information. The WI Procurement Manual (Chapter PRO-E) can be referenced online through VendorNet for the purchase order process.

For termination or modification of an existing purchase order, DCC field staff should contact the Regional Office or the DCC Business Office.

.03 ROUTING

TO

Requestor to Supervisor
Original

to Regional Office

Regional Chief or designee approves purchase and forwards to purchasing agent in DCC Business Office.

Regional Office File

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Request for Updating Warrants and Directory Master Staff Listing DOC-1018	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The Request for Updating Warrants and Directory Master Staff Listing is used by the unit supervisor to notify the Division directory, Warrants, and the TIME System of staff changes, staff office address and telephone number changes, and the creation of new area numbers or units.

.02 DIRECTIONS

The Request for Updating Warrants and Directory Master Staff Listing is completed and updated by the unit supervisor or designee. This form should be updated whenever any changes to the staff listing occur. Changes include: new area numbers created, new units created, home or office telephone number changes, office address changes, and any staff changes (both when staff leave and positions are vacant, and again when staff are hired to fill positions).

Each time the form is updated, all information relating to the entire unit should be included and any changes should be highlighted. When area numbers are deleted, a note should be attached to the updated form, indicating which area numbers have been deleted. Newly created area numbers should be listed on an update prior to any cases being assigned to the area number.

.03 ROUTING

TO

Warrants Section	1 copy
DCC Central Office	1 copy
Regional Office	Original

Division of
Community Corrections

Chapter: Forms	
Subject: Unit Service Monthly Report DOC-1026	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-1026 is used to verify services provided by a vendor and request for payment under an existing POS contract.

.02 DIRECTIONS

Completed by the vendor and submitted to the designated DCC contact person who signs and forwards to the Regional POS coordinator for verification.

.03 ROUTING

The original and two copies are forwarded to the DCC Business office for payment.

Division of
Community Corrections

Chapter: Forms	
Subject: Offender Report (Community Based Programs & Services) DOC-1088	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-1088 is used to verify services provided by a vendor when requesting payment under an existing POS contract.

.02 DIRECTIONS

Completed by the vendor and submitted to the designated DCC contact person.

.03 ROUTING

Maintained in the vendor file.

Division of
Community Corrections

Chapter: Forms	
Subject: Offender Report (Day Treatment) DOC-1088A	
Date: 05/21/02	Page 1 of 1

.01 PURPOSE

The DOC-1088A is used to verify services provided by a vendor when requesting payment under an existing POS contract.

.02 DIRECTIONS

The form is completed by the vendor and submitted to the designated DCC contact person. The form is maintained in the vendor file.

Division of
Community Corrections

Chapter: Forms	
Subject: Space Assessment (Worksheet) DOC-1093	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1093 is used to provide specific information and justification when an office move or build-out is necessary.

.02 DIRECTIONS

The Supervisor or Program Assistant Supervisor completes the form. Completion is self-explanatory. Documentation required is indicated on the form.

.03 ROUTING

TO

Regional Chief
Office File

Original
One copy

Division of
Community Corrections

Chapter: Forms	
Subject: Statement of Property Obtained or Received DOC-1165	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1165 is used to record contraband seized in the course of an approved search of an offender's home, vehicle, or person. The DOC-1165 is used as a receipt to the offender, as well as a written report to the supervisor.

.02 DIRECTIONS

Firearms or Ammunition:

Any and all seized firearms or ammunition must be listed by description, including serial number, as well as number and type (rounds) of ammunition, on the DOC-1165, a copy of which will be provided to the offender as a receipt.

Contraband:

Any and all seized contraband will be listed by description, number, and type on the DOC-1165, a copy of which will be provided to the offender as a receipt.

In all cases, a Violation Investigation Report (DOC-5) will be prepared and the DOC-1165http://docnet/docs_view.asp?docid=407 will be attached to the DOC-5. This report will be provided to the supervisor within five (5) working days of the seizure.

.03 ROUTING

TO

Case File	Original
Offender	1 copy
Supervisor	1 copy
Municipal Police Dept. or Sheriff's Dept. as appropriate	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Conflict of Interest Determination Request DOC-1185	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1185 is completed by an employee to secure advance approval for outside employment or acceptance of fees or honoraria. (Also see "Employee Handbook" regarding clarification of conflict of interest and information regarding outside employment or acceptance of fees or honoraria).

.02 DIRECTIONS

Completion of the form is self-explanatory. Must be completed in advance of accepting outside employment or acceptance of fees or honoraria.

.03 ROUTING

TO

Supervisor	In triplicate (route to
Regional Chief	In triplicate (route to
Division Administrator	
(After Decision)	
Division File	Original
Supervisor	1 copy
Employee	1 copy

NOTE:

A copy of this request is to be returned to the employee with a decision within ten (10) calendar days following receipt of the request.

Division of
Community Corrections

Chapter: Forms	
Subject: Revocation Order & Warrant DOC-1221	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1221 is used to revoke field supervision.

.02 DIRECTIONS

Upon receipt of "revocation packet" on a waiver case, the Regional Office prepares the DOC-1221 after the Regional Chief approves revocation.

The DOC-1221 can accommodate revocation of multiple cases. All cases to be revoked should be listed on the DOC-1221.

Note: If there is a consecutive probation case that is not active, that consecutive case cannot be revoked.

The section regarding forfeited good time and/or reincarceration time is completed for parole and extended supervision cases.

Type in under the signature line the name of the person currently authorized to sign the form.

Type the area number assigned to the case in the upper left-hand corner of the DOC-1221.

.03 PREPARATION AND ROUTING

Prepare an original. See distribution schedules on the following pages.

NOTE: The ledgerkeeper, the holds database designee, and the supervision fee designee must see the DOC-1221 at the field office level. The date the DOC-1221 is signed is to be entered in the holds database under Revocation Order Date.

.04 DISTRIBUTION AFTER AUTHORIZED SIGNATURE

The necessary number of copies of the DOC-1221 are prepared and routed per regional policy. They are stamped for distribution.

See 10.05.06 for institution routing.

Division of
Community Corrections

Chapter: Forms	
Subject: Case Plan DOC-1260 & 1260a	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1260 and 1260a are used by the agent to develop goals and objectives for supervision based on the agent's assessment and impressions developed during the initial intake process.

Case plans are required on all offenders every six (6) months and are followed on in the ledger.

.02 DIRECTIONS

The agent, following completion of the intake process, develops a case plan on the DOC-1260.

The completed form is placed in a three-ring binder on top of the Chronological Log (DOC-90) for that particular offender. It is also maintained in OATS.

At least every six months, the plan is reviewed and the agent is required to complete the "Progress/Date Completed" section of the plan.

Following this review, the agent may modify and update the original plan.

Upon completion of all case plans, the DOC-1260 is removed from the three-ring binder and placed in the case file.

Prior to termination of the case, a hard copy of all case plans must be printed (if completed in OATS) and placed in the case file.

.03 ROUTING

TO

Ledgerkeeper (via supervisor)

Offender (optional)

Division of
Community Corrections

Chapter: Forms	
Subject: Name &/or Address Change Request - Employee DOC-1283	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

Submitted by an employee when a name or address change is necessary.

.02 DIRECTIONS

Form contains necessary completion instructions.

.03 ROUTING

Supervisor Original + 1 copy

Supervisor routes Original
To the Payroll Office

Employee 1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Subpoena - Revocation Hearing DOC-1304	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

A subpoena is used to compel a witness to appear at a Preliminary or Final Revocation Hearing. Subpoenaed witnesses are allowed witness fees and travel expenses.

.02 DIRECTIONS

The DOC-1304 is prepared for each witness required at a revocation hearing.

The Affidavit of Service of Subpoena on the reverse side of the DOC-1304 is completed on the case file copy.

.03 ROUTING

TO

Witness

Original

Case File

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Statement DOC-1305 and 1305a	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1305 is used to obtain a written statement from an offender, a victim, or a witness.

.02 DIRECTIONS

If the form is used to record the statement of a victim or witness, and the statement is taken at their residence, the street address need not be included.

.03 ROUTING

Case File

Original

Others as necessary

Division of
Community Corrections

Chapter: Forms	
Subject: Referral for Services DOC-1336	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1336 is used to make a referral to an agency which has a Division of Community Corrections Service contract.

.02 DIRECTIONS

The agent completes Part A (pages 1 and 2) of the form when referring offenders to contracted agencies. All fields need to be completed.

Agents must give attention to completing the agent area number, referral source, and services requested. It is necessary for the agent to use the offender name as shown on the court order and to indicate the offender number.

When the data is not available, the agent indicates "unavailable." The agent must indicate information forwarded with the referral form.

.03 ROUTING

TO

Contracted Agency
(via liaison if applicable)
Case File

Original
1 copy - Part A

Division of
Community Corrections

Chapter: Forms	
Subject: Enrollment-Residence- Employment Information DOC-1362	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1362 is used to provide the Monitoring Center with information necessary to place an offender on electronic monitoring.

.02 DIRECTIONS

Form completion is self-explanatory. Contact the Monitoring Center eight (8) hours prior to initial enrollment. Any subsequent changes to employment or residence status must be included.

.03 ROUTING

Monitoring Center	Original
Agent	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: TIME System Information Request/Log DOC-1410	
Date: 05/22/02	Page 1 of 1

.01 PURPOSE

The DOC-1410 is used to request information necessary for criminal justice purposes such as warrants or active warrants, criminal history record information, vehicle information and driver's transcripts, and to send administrative messages. The form is maintained as a permanent log by the TIME terminal operator and is available for audit by the FBI and Wisconsin Department of Justice.

.02 DIRECTIONS

The staff member making the request completes the heading information. The terminal only generates 'hard copy' reports which will be returned to the requestor.

The form is filed in a three-ring binder by the TIME terminal operator after initialing.

.03 ROUTING

Regional TIME Terminal Original

A copy for the requestor is optional

Division of
Community Corrections

Chapter: Forms	
Subject: Chain of Evidence-Urinalysis DOC-1496	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DOC-1496 is used to document and maintain the custody of a urine sample provided by an offender.

.02 DIRECTIONS

The form is completed and sent with the urine sample to the UA lab. It is signed by the offender and the collector.

.03 ROUTING

TO

UA Lab (along with UA sample)

Original

Case File

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Sex Offender Registration DOC-1796	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DOC-1796 is completed for all sex offenders required by law to register with the DOC-Sex Offender Registration Program.

.02 DIRECTIONS

The offender is responsible for complying with the requirements of the sex offender registration program, however, if the offender is currently on supervision, the agent should complete the DOC-1796, have the offender sign and maintain a copy in the offenders file.

.03 ROUTING

TO

SORP office	Original
Case File	1 copy
Offender/Registrant	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Travel Voucher DMS-190
Date: 05/22/02 Page 1 of 2

.01 PURPOSE

One travel voucher must be submitted each month for all reimbursable expenses occurring during that month. This Travel Voucher should be submitted promptly after all expenses for the month have been recorded. However, when expenses total less than \$50 per month, the voucher may cover up to three months in the same fiscal year. All Travel Vouchers for June or before the end of any fiscal year must be submitted by July 10th.

Primary responsibility for the auditing of travel vouchers rests with the immediate supervisor. The supervisor must ensure the information and coding are accurate, complete and in accordance with travel policies and procedures. All travel expenses must be actual, reasonable and necessary. Chapter 1001 of the Supervisor's Manual contains additional information regarding reimbursement of travel and other expenses.

.02 DIRECTIONS

Travel Vouchers are to be submitted to the supervisor by the 10th of the following month. The form must be completed by the claimant as per the following directions or the Travel Voucher will be returned.

Only the original of the voucher is needed. If voucher is handwritten, please make sure it is legible. The claimant should keep a copy for their records. Directions for completion are included on the form. Additional guidance is available in the Division of Management Services Administrative Services Manual.

Division of
Community Corrections

Chapter: Forms
Subject: Travel Voucher DMS-190
Date: 05/01/02 Page 2 of 2

.02 DIRECTIONS (continued)

Miscellaneous points

- a. Staple receipts & supporting documentation in the designated area in the upper left-hand corner.
- b. Fill in all information needed across top of voucher (month, HQ's, status, unit and title).
- c. Make sure all items under other allowable expenses are explained (i.e., parking, phone calls, etc.)
- d. Correctly cross add and total all columns.
- e. Signature and dated by both employee and their supervisor. Supervisors must sign document, initials are not acceptable.

.03 ROUTING

TO

Supervisor (upon approval
sends to DCC Accounts Payable

Original

Claimant

1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Periodic Examination Notice DHFS-10
Date: 06/03/02 Page 1 of 1

.01 PURPOSE

The DHFS-10 is used to inform offenders committed for specialized treatment under the Sex Crimes Law, Wisconsin Statute 975, of the date, time and place of a periodic examination and evaluation. This periodic examination is commonly referred to as a "Terry Hearing."

.02 DIRECTIONS

A written notice must be provided to the convicted sex offender no sooner than 30 days, nor less than 10 days, prior to the periodic examination. The notice will be mailed or personally delivered to the offender. The person preparing the DHFS-10 must complete the certification portion of the form. A waiver is provided on the reverse side of the DHFS-10 if the offender wishes to waive any or all rights at the periodic review.

.03 ROUTING

TO

Offender	Original
DCC Central office (attached to DHFS-11)	1 copy
Case File	1 copy

Division of
Community Corrections

Chapter: Forms
Subject: Periodic Examination Decision DHFS-11
Date: 06/03/02 Page 1 of 1

.01 PURPOSE

The DHFS-11 is used to advise an offender committed for specialized treatment under the Sex Crimes Law, Wisconsin Statute 975, of the recommendation and decision made at the periodic examination conducted in accord with Section 975.09 of the Wisconsin Statutes.

.02 DIRECTIONS

The DHFS-11 is prepared by the person conducting the periodic examination. Completion of the form is self-explanatory. The form should be completed and a copy delivered to the offender within 10 days after the periodic examination.

If the recommendation is for full liberty without danger to the public, the agent must also prepare a Recommendation for Administrative Action (DOC-44) recommending discharge.

.03 ROUTING

TO

Offender	Original
DCC Central Office	1 copy
Case File	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Statement of Probable Cause & Petition for Revocation of Conditional Release DCTF-5177	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5177 is used to notify the releasing court of the detention of a Conditionally Released offender. This form also indicates whether the offender should be transported to Winnebago or Mendota Mental Health Institutes pending a revocation hearing.

.02 DIRECTIONS

The agent completed and submits the DCTF-5177 within 48 hours of offender's detention to the releasing court, including weekends and legal holidays.

.03 ROUTING

TO

Releasing Court	Original
Case File	1 copy
Regional Office of the State	
Public Defender	1 copy
DHFS/DCTF Forensic Services Program Manager	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Notice of Expiration Of Commitment Order DCTF-5179	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5179 is used to inform the court of the expiration of a conditional release offender's commitment.

.02 DIRECTIONS

The agent completes the information on the form and submits it to the releasing court for disposition. When submitting this form, the agent may want to attach a DCTF-5180, Order of Discharge upon Expiration of Commitment.

.03 ROUTING

TO

Releasing Court

Original

Case File

1 copy

Institution Registrar

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Order of Discharge Upon Expiration of Commitment DCTF-5180	
Date: 065/06/02	Page 1 of 1

.01 PURPOSE

The DCTF-5180 is used to obtain a court order for discharge of a conditionally released offender.

.02 DIRECTIONS

The agent completes the information on the form and submits it to the releasing court for disposition.

.03 ROUTING

TO

Releasing Court

Original

Case File

1 copy

DHFS/DCTF Forensic Services
Program Manager

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Order to Transport DCTF-5205	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5205 is used to obtain a court order to have the County Sheriff transport a conditionally released offender to either Winnebago or Mendota Mental Health Institute.

.02 DIRECTIONS

The agent completes the information on the form and submits it to the releasing court for disposition.

.03 ROUTING

TO

Releasing Court

Original

Case File

1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Petition for Capias DCTF-5206	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5206 is used to petition the court to allow the county Sheriff to apprehend a conditional release offender who is an absconder and/or who is in violation of the conditional release order. The DCTF-5207 is the official order by the court granting a Capias. The DCTF-5207 will be submitted along with the DCTF-5206.

.02 DIRECTIONS

The agent completes the information on the form and submits it to the releasing court for disposition.

.03 ROUTING

TO

Releasing Court	Original
Case File	1 copy
DHFS/DCTF Forensic Services Program Manager	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Order Granting Capias DCTF-5207	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5207 gives the Sheriff the authority to take the offender into custody. This form is submitted along with the DCTF-5206.

.02 DIRECTIONS

The agent completes the requested information on the form and submits for the court's signature.

.03 ROUTING

TO

Releasing Court	Original
Case File	1 copy
DHFS/DCTF Forensic Services Program Manager	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Admission to Caseload-Mental Health DCTF-5213	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5213 is completed by the institution registrar when an offender is committed to Winnebago or Mendota under the 971 statute. This form is routed to the regional conditional release specialist for agent assignment.

.02 DIRECTIONS

The regional conditional release specialist completes the requested information on the form returns it to the registrar. The assigned agent receives a copy of the form and begins an institution file.

.03 ROUTING

TO

Institution Registrar	Original
Case File (via ledgerkeeper)	1 copy

Division of
Community Corrections

Chapter: Forms	
Subject: Order of Commitment DCTF-5528	
Date: 06/03/02	Page 1 of 1

.01 PURPOSE

The DCTF-5528 is completed and signed by the court when an offender is granted a conditional release. Specific conditions and commitment length are included.

.02 DIRECTIONS

The form is routed to the agent via the regional conditional release specialist. The agent forwards a copy to DCC Central Records to have the case set up on records.

.03 ROUTING

TO

Conditional Release specialist	Original
Case File (via ledgerkeeper)	1 copy
DCC Central Records	1 copy