

(c) To communicate to residents the commitment of the whole correctional staff to the achievement of these correctional objectives and of their desire to help residents achieve them and other appropriate life goals; and

(d) To motivate residents to involve themselves in the correctional process constructively.

(2) Orientation shall include oral information communicated to the resident which:

(a) Describes all institutional programs available to the resident in the correctional system;

(b) Describes all available institutions within the correctional system;

(c) Identifies the criteria used in assigning a security classification to a resident and the criteria and eligibility requirements for offering a program assignment to a resident;

(d) Explains the parole eligibility date, projected mandatory release date and projected discharge date for a person sentenced to a correctional institution in Wisconsin;

(e) Explains the procedure and criteria for parole release;

(f) Explains the procedure and criteria for entering the mutual agreement program;

(g) Explains the procedure or review of assignment to an institution and program, and of the security classification;

(h) Describes the resources and activities available to residents;

(i) Describes the legal services available to residents;

(j) Informs the resident of the right to have a court review of the propriety of their confinement and how the right can be exercised; and

(k) Explains rules of resident conduct and procedures and other rules the resident is required to observe in the institution to which he or she has been sentenced.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.06 Orientation in writing during A&E process.** (1) Each resident shall receive a copy of the rules of resident conduct that the resident is required to observe at the institution to which the person has been sentenced.

(2) There shall be available for inspection by each resident during A&E and thereafter written materials containing all the information required to be communicated to the resident during orientation, as specified in s. DOC 302.05, the rules of the department of corrections, and any available institutional handbooks.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.07 Orientation for handicapped individuals during A&E process.** Handicapped residents shall be provided with an orientation pro-

gram that communicates the information specified in s. DOC 302.05, in accordance with their particular needs.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.08 Orientation upon transfer.** (1) When a resident is transferred from one institution to another, the resident shall receive orientation at the institution to which transfer is made. This orientation shall include:

(a) An oral or written description of all programs available at the institution; and

(b) A copy of the rules of conduct the resident is required to observe.

(2) There shall be available for inspection by each resident a written description of the programs available at the institution.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.09 Recorded information.** Each institution shall have available for listening by residents a recording of all rules of conduct which the resident is required to observe in the institution. These recordings shall be in English and Spanish.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.10 Orientation by residents during A&E process.** Orientation sessions may be conducted by residents, with the approval of the director and the superintendent.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.11 Security classifications.** The purposes of security classification program assignment and assignment to an institution are:

(1) The treatment of the resident in accordance with individual needs, and the resources of the department of corrections;

(2) The placement of the resident in a secure setting that provides supervision in accordance with the resident's needs; and

(3) The social reintegration of the resident and the protection of the public through appropriate treatment and supervision.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79.

**DOC 302.12 Security classifications.** (1) There shall be 5 security classifications in the Wisconsin correctional system which are:

(a) *Maximum security close.* 1. Supervision. Residents in this classification require the direct supervision of one or more correctional officers while outside their cell, or they must be locked in a cell. They may be required to reside in a segregated building or area.

2. Movement within institution. Residents in this classification must be accompanied by a correctional officer when they move outside their cell. They may be required to wear restraining devices while outside their cell.

3. Movement outside institution. Residents in this classification must be accompanied by correctional officers and must wear restraining devices when they are in transit outside the institution, except that the

superintendent may permit travel outside without restraining devices for medical reasons, upon the recommendation of the institution physician.

4. Programs. Residents in this classification may participate in any program which does not require them to leave their cell, may participate in limited exercise and in therapy and may keep in their cells legal, educational, religious and reading material. Residents in this classification may keep in their cells personal items as specified in the rules of the department.

(b) *Maximum security-general*. 1. Supervision. Residents in this classification require the general supervision of correctional staff while inside the institution.

2. Movement within institution. Movement of residents in this classification within the institution is controlled either by a pass system or by escort. They may move individually or in groups.

3. Movement outside institution. Residents in this classification must be accompanied by correctional employes and must wear restraining devices when they are in transit outside the institution, except that the superintendent may permit travel without restraining devices for medical reasons, upon the recommendation of the institution physician, or if the superintendent believes that the resident does not pose a danger to himself or others or a risk of escape in the situation.

4. Programs. Residents in this classification may participate in all general population activities and programs and may keep in their cells personal items as specified in the rules of the department of corrections.

(c) *Medium security*. 1. Supervision. Residents in this classification require the general supervision of a corrections employe and shall be assigned only within the main security enclosure of a maximum or medium security institution.

2. Movement within institution. Residents in this classification may move within the main security enclosure without an escort or pass.

3. Movement outside institution. Residents in this classification must be accompanied by correctional employes and must wear restraining devices when in transit outside an institution, but the requirement of restraining devices may be waived by the superintendent for medical reasons upon the recommendation of the institution physician or if the superintendent believes that the resident does not pose a danger to self or others or a risk of escape in the situation.

4. Programs. Residents in this classification may participate in all general population activities and programs and may keep in their cells or rooms personal items as specified in the rules of the department of corrections.

(d) *Medium outside security with supervision*. 1. Supervision. Residents in this classification may be assigned work outside of the main security enclosure of a maximum or medium security institution. When assigned to an outside area, the resident must be under the general supervision of a corrections employe.

2. Movement within institution. Residents in this classification may move within the security enclosure without an escort or pass.

3. Movement outside institution. Residents in this classification must be accompanied by a corrections employe when in transit outside the institution. Restraining devices need not be required when in transit.

4. Programs. Residents in this classification may participate in all general population activities and programs and may keep in their cells or rooms personal items as specified in the rules of the department of corrections.

(e) *Minimum security.* 1. Supervision. Residents in this classification may be assigned outside the security enclosure of a maximum or medium institution or outside a minimum security institution in the community under the general supervision of a corrections employe.

2. Movement within institution. Residents in this classification may be permitted to move within designated areas within the security enclosure or within a minimum security institution without an escort or pass.

3. Movement outside institution. Residents in this classification who are also in the work and study release program may move in transit under the general supervision of a corrections employe. Other residents may move in transit only under escort. Restraining devices may be used only if the resident poses an immediate threat of escape or threat to self or others or to the safety and security of the institution.

4. Programs. Residents in this classification may participate in all general population activities and programs and may keep in their cells or rooms personal items as specified in the rules of the department of corrections.

(2) Residents must be held at the level of custody at which they are classified or at a more secure level. Residents may be held at a level of custody more secure than the one at which they are classified because of space or program limitations, or with their consent.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79; emerg. am. (intro.) and cr. (1) (f), eff. 1-1-90.

**DOC 302.13 Institutional security classifications.** No resident may be transferred to an institution unless the resident has the security classification required for residence in that institution as indicated below:

Correctional Institution	Resident Security Classification			
	Maximum (Close and General)	Medium	Medium/ Outside	Minimum
WISCONSIN STATE PRISON	X	X	X	X
WISCONSIN STATE REFORMATORY	X	X	X	X
WISCONSIN COR- RECTIONAL INSTI- TUTION		X	X	X
KETTLE MORAINÉ CORRECTIONAL INSTITUTION		X	X	X
TAYCHEEDAH COR- RECTIONAL INSTI- TUTION (FEMALE)	X	X	X	X
WISCONSIN COR- RECTIONAL CAMP SYSTEM				X
WISCONSIN COR- RECTIONAL INSTI- TUTION-OAKHILL				X
WISCONSIN COR- RECTIONAL INSTI- TUTION-DODGE	X	X	X	X
COMMUNITY COR- RECTIONS CEN- TERS				X
AETP				X

**DOC 302.14 Factors in assigning a security classification.** The following factors may be taken into consideration in assigning a security classification to an inmate:

(1) The nature of the offense of which the inmate was convicted, and its seriousness. Evaluation of the seriousness of the offense may include consideration of the following:

- (a) Physical danger to another by the offense;
- (b) Harm done to another in the commission of the offense;
- (c) Whether the offender exhibited physical aggressiveness that exposed another to harm;
- (d) Whether the crime was a crime against property; and
- (e) Mitigating factors;

(2) The criminal record of the inmate;

(3) The length of sentence being served;

(4) The motivation for the crime of which the inmate was convicted;

(5) The inmate's attitude toward the offense and sentence;

(6) The inmate's vulnerability to physical assault by other inmates;

(7) The inmate's prior record of adjustment in a correctional setting, including any record of escape;

(8) The length of time the inmate has been in a particular security classification and institution;

(9) The medical needs of the inmate, including the need for physical or psychological treatment;

(10) Time already served for the offense;

(11) The reaction to the inmate in the community where the offense was committed or in the community where the institution is located;

(12) The inmate's conduct and adjustment in the general population of the institution;

(13) The inmate's performance in programs;

(14) A detainer filed with respect to the inmate, except that if a detainer is to be considered in giving an inmate a security classification, the detainer shall be evaluated on the basis of the potential penalties which may be imposed upon disposition of whatever underlies the detainer. The procedure for evaluating the detainer shall include the following:

(a) The registrar shall inform the inmate and the inmate's social worker of the detainer;

(b) The inmate's social worker shall make reasonable efforts to find out from the authority which has filed the detainer the reasons for filing the detainer, the underlying facts upon which the detainer is based, evidence of those facts and the potential penalties for whatever underlies the detainer;