

## Chapter DOC 331

## PROBATION-PAROLE REVOCATION PROCEDURE

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Note: Chapter HSS 31 was renumbered chapter DOC 331 and revised under s. 13.93 (2m) (b) 1, 2, 6 and 7, Stats., Register, September, 1991, No. 429.

Note: Several sections in this chapter have explanatory notes which can be found after the last section in the chapter.

**DOC 331.01 Authority and applicability.** (1) These rules are promulgated under the authority of s. 227.11, Stats. They interpret ss. 46.001, 46.03 (6), 53.11, 53.19, 53.31, 57.06, 57.072, 161.47, 971.17, and 973.10, Stats.; ss. 54.04 and 54.07, Stats. (1975); and ch. 48, Stats.

(2) This chapter applies to the adults on probation or parole and youth on aftercare in the legal custody of the department. This chapter will cease to apply to youth on the effective date of revocation rules relating specifically to youth.

History: Cr. Register, December, 1981, No. 312, eff. 1-1-82; emerg. am. (2), eff. 9-25-89.

**DOC 331.02 Definitions.** The definitions under s. DOC 328.03 apply to this chapter.

History: Cr. Register, December, 1981, No. 312, eff. 1-1-82.

**DOC 331.03 Revocation of probation and parole.** (1) **REVOCATION.** A client's probation or parole may be revoked and the client transported to a correctional institution or court if the client violates a rule or condition of supervision.

(2) **INVESTIGATION.** A client's agent shall investigate the facts underlying an alleged violation and shall meet with the client to discuss the allegation within a reasonable period of time after becoming aware of the allegation.

(3) **RECOMMENDATION.** After investigation and discussion under sub. (2), the agent shall decide whether to:

- (a) Take no action because the allegation is unfounded;
- (b) Resolve alleged violations by:

1. A review of the rules of supervision followed by changes in them where necessary or desirable, including return to court;

2. A formal or informal counseling session with the client to reemphasize the necessity of compliance with the rules or conditions; or

3. An informal or formal warning that further violation may result in a recommendation for revocation; or

(c) Recommend revocation for an alleged violation.

(4) **REPORT.** An agent shall report all alleged client violations of the rules or conditions of supervision to the agent's supervisor. The following shall be reported:

(a) The facts underlying the alleged violation, including conflicting versions regarding the nature and circumstances of the alleged violation;

(b) The agent's investigatory efforts and conclusions;

(c) A brief summary of the agent's discussion with the client;

(d) The agent's recommendation regarding disposition and the reasons for it;

(e) A statement as to the custody status of the client;

(f) Any pending criminal charges, guilt plea, confession, or conviction for the conduct underlying the alleged violation; and

(g) Reference to the client's prior adjustment, including but not limited to alleged violations, violations, and abscondings.

**History:** Cr. Register, December, 1981, No. 312, eff. 1-1-82; r. (2) and (9), renum. (3) to (8), (10) and (11) to be HSS 31.05 to 31.12, Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.04 Preliminary hearing.** (1) **REQUIREMENT.** If the agent's immediate supervisor reasonably concludes on the basis of the agent's report under s. DOC 331.03 (4) that revocation proceedings should be started, even if the agent did not recommend revocation, a preliminary hearing shall be held in accordance with this section, unless sub. (2) applies, to determine whether there is probable cause to believe that the client violated a rule or a condition of supervision.

(2) **EXCEPTIONS.** A preliminary hearing need not be held if one of the following is true:

(a) It is waived by the client in writing;

(b) The client has given and signed a written statement which admits the violation;

(c) There has been a finding of probable cause in a felony matter and the client is bound over for trial for the same or similar conduct;

(d) There has been an adjudication of guilt by a court for the same conduct that is alleged to be a violation of supervision; or

(e) The client is not being held in custody.

(3) **MAGISTRATE.** The preliminary hearing shall be held before a magistrate. The magistrate shall be a supervisor or supervisor's designee who has not been directly involved in the decision to initiate proceedings to revoke the client's probation or parole.

(4) **NOTICE.** Written notice of the preliminary hearing shall be given to the client and either the client's attorney or the state public defender if the client claims to be or appears indigent and is not represented by a private attorney. The notice shall include:

- (a) The rule or condition that the client is alleged to have violated;
- (b) The facts underlying the alleged violation;
- (c) A statement that the client has a right to a preliminary hearing before an impartial magistrate who shall determine if there is probable cause to believe the person has committed the alleged violation;
- (d) A statement that the client has the right to waive the preliminary hearing;
- (e) A statement that the client has a qualified right to be represented by an attorney at the preliminary hearing;
- (f) A statement that the client and client's attorney, if any, may review all relevant evidence in the client's supervision file to be considered at the preliminary hearing, unless that evidence is otherwise confidential, such as the identity of confidential informants;
- (g) An explanation of the possible consequences of any decision; and
- (h) An explanation of the client's rights at the preliminary hearing which include:
  - 1. The right to be present;
  - 2. The right to deny the allegation and speak on his or her behalf;
  - 3. The right to present relevant evidence, including witnesses who can give relevant information regarding the violation of the rules or conditions of supervision;
  - 4. The right to receive a written decision stating the reasons for the decision based on the evidence presented; and
  - 5. A qualified right to an attorney. If an attorney fails to appear at the preliminary hearing to represent the client, the magistrate may either proceed with the hearing or postpone the hearing. The hearing shall be postponed to permit representation by an attorney if the client, after being informed of his or her right to representation, requests an attorney based on a timely and colorable claim that he or she did not commit the alleged violation and the magistrate concludes either that the complexity of the issues will make it difficult for the client to present his or her case or that the client is otherwise not capable of speaking effectively for himself or herself.

(5) **DETENTION PENDING FINAL HEARING.** (a) When there is a preliminary hearing, the magistrate shall decide if the client is to remain in detention or is to be taken into custody and detained pending the outcome of the final hearing. When there is no preliminary hearing because the case meets one of the criteria under sub. (2), the agent's immediate supervisor shall make that decision.

(b) Detention is advisable and consistent with the goals and objectives of this chapter if one of the following is true:

- 1. The client is believed to be dangerous;
- 2. There is a likelihood that the client will flee;
- 3. The client is likely to engage in criminal behavior before the revocation takes place;

4. The client is likely to engage in an activity that does not comply with the rules and conditions of supervision; or

5. The length of the term to be served upon revocation is great.

(c) A detained client is not eligible for release during working hours or for any other partial release from detention.

(d) The detention decision made pursuant to par. (b) shall remain in effect until the date that the decision of the hearing examiner takes effect and becomes final. If the final decision of the hearing examiner is to reinstate the client or to not revoke the client's supervision, and the department requests review of that finding, the custody decision made pursuant to par. (b) shall remain in effect pending a decision by the secretary. The secretary may alter the custody decision at any time if the public interest warrants it.

(6) **TIME AND PLACE.** The preliminary hearing shall take place as close as feasible to the area of the state in which the alleged violation occurred. It shall take place not sooner than one working day and not later than 5 working days after receipt by the client of the service of notice of the preliminary hearing. The time limits do not apply if the preliminary hearing has been postponed under sub. (4) (h) 5 or if the time limits are waived in writing by the client.

(7) **DECISION.** (a) After the preliminary hearing, the magistrate shall decide based upon the evidence presented whether there is probable cause to believe that the client committed the conduct and that the conduct constitutes a violation of the rules or conditions of supervision. The revocation process terminates without prejudice if the magistrate concludes that there is no probable cause.

(b) The magistrate shall issue a written decision stating his or her findings and conclusions and giving reasons for the decision. The decision shall be based on the evidence presented. The magistrate shall provide copies to the client within a reasonable time after the preliminary hearing. If probable cause was found, the immediate supervisor shall contact the hearing examiner's office in writing and request the scheduling of a final revocation hearing.

(8) **REISSUANCE OF NOTICE.** (a) If notice of the preliminary hearing is found to be improper and the impropriety in itself results in the dismissal of the revocation proceedings, the department may issue a proper notice and begin the proceedings again.

(b) If a magistrate decides that there is no probable cause to believe the client committed the violation and later the department learns of additional relevant information regarding the alleged violation, revocation proceedings may be started again with issuance of a new notice for the preliminary hearing.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.05 Final revocation hearing.** **History:** Renum. from HSS 31.03 (3) and am. (1) (intro.) and (a), (2), (4) (d) and (5) (a), Register, August, 1985, No. 356, eff. 9-1-85; emerg. am. (10), eff. 11-10-86; r. and recr. (1) (i), cr. (6) (f), Register, February, 1987, No. 374, eff. 3-1-87; am. (10), Register, May, 1987, No. 377, eff. 6-1-87; removed under 1989 Wis Act 107.

**Note:** See ch. HA2 for replacement rules.

**DOC 331.06 Procedure when revocation hearings are waived.** (1) If a final revocation hearing was waived, the supervisor may recommend revocation. A waiver may be withdrawn by the client prior to the secretary's decision if the client establishes that it was not knowingly, voluntarily, or intelligently made.

(2) If the supervisor recommends revocation, the recommendation shall include the reasons for it and the facts underlying the alleged violation. A record of waivers, confessions, convictions for the conduct underlying the alleged violation, or evidence of a client's guilty pleas or continuation of a criminal proceeding following a determination of probable cause for the conduct underlying the alleged violation shall be prepared. The complete record shall be sent to the secretary within a reasonable period of time after acceptance of the waivers, confession, or record of the guilty plea or conviction.

(3) The secretary shall decide whether to revoke the client's probation or parole.

(4) The secretary's decision shall state the reasons for it based upon the information provided and shall be delivered to the client, the client's attorney, if any, the regional chief, and the supervisory staff member who recommended revocation within 10 days of receipt of the recommendation.

History: Renum. from HSS 31.03 (4), Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.07 Termination of revocation proceedings.** The supervisor may recommend to the regional chief that revocation proceedings be terminated without revocation of a client's probation or parole or that the client be released from custody status, or both, at any time before the hearing examiner's decision is issued, if there is sufficient reason for doing so. The regional chief shall decide.

History: Renum. from HSS 31.03 (5), Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.08 Concurrent criminal prosecution and acquittal in criminal proceeding.** All revocation actions under this chapter shall proceed regardless of any concurrent prosecution of the client for the conduct underlying the alleged violation. An acquittal in a criminal proceeding for a client's conduct underlying an alleged violation shall not preclude revocation of that client's probation or parole for that same conduct.

History: Renum. from HSS 31.03 (6), Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.09 Records.** A summary of all alleged violations, revocation actions, and proceedings under this section against a client shall be maintained in the client's record.

History: Renum. from HSS 31.03 (7), Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.10 Transport to a correctional institution.** A client shall be transported to a correctional institution or to court for sentencing as soon as it is feasible after a revocation decision becomes final.

History: Renum. from HSS 31.03 (8), Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.11 Special revocation procedures.** All clients are subject to revocation under ss. DOC 331.03 to 331.10 except as noted under this section. Those clients committed under s. 161.47 or 971.17, Stats., or s.

54.04 or 54.07, Stats. (1975), shall follow the revocation procedures under this section and ss. DOC 331.07 to 331.09 as follows:

(1) If a client committed under s. 161.47, Stats., allegedly violates the rules or conditions of supervision, an agent shall proceed as noted under s. DOC 331.03 (2) to (4) and shall, upon the approval of a supervisor, notify the committing court of the alleged violation and submit a report under s. DOC 331.03 (4) to the court within a reasonable time after becoming aware of the alleged violation. If the court decides that the client should remain on probation, supervision shall continue under the previous rules and conditions unless they are modified by the court.

(2) Clients committed under s. 971.17, Stats., may only have their parole revoked by the court.

(3) If a client committed under s. 54.04, Stats. (1975), allegedly violates the rules or conditions of probation, field staff shall proceed as noted under ss. DOC 331.03 (2) to (4) and 331.04 except that a case review shall be held and a decision issued by the supervisor within 96 hours after the detention of the client for the alleged misconduct. The supervisor may extend this time limit for good cause. If the supervisor recommends revocation, the agent shall notify the committing court of the decision within a reasonable period of time. The court shall determine whether revocation shall occur. No final revocation hearing may be held by the department. If the court decides that the client should remain on probation, supervision shall continue under the previous rules and conditions unless they are modified by the court.

(4) If a client committed under s. 54.07, Stats. (1975), allegedly violates the rules or conditions of parole, field staff shall proceed as noted under ss. DOC 331.03 (2) to (4) and 331.04 except that a case review shall be held and a decision issued by the supervisory staff member within 96 hours after the detention of the client for the alleged misconduct. A final revocation hearing shall then be held in accordance with this section.

History: Renum. from HSS 31.03 (10), Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.12 Harmless error.** If any time requirement under this chapter is exceeded, the secretary may deem it harmless and disregard it if it does not affect the client's substantive rights. Substantive rights are affected when a variance tends to prejudice a fair proceeding or disposition involving a client.

History: Renum. from HSS 31.03 (11) and am., Register, August, 1985, No. 356, eff. 9-1-85.

**DOC 331.13 Good time forfeiture hearing.** (1) **APPLICABILITY.** This section applies to a client who, before June 1, 1984, committed the crime for which he or she was sentenced and did not choose to have 1983 Wis. Act 528 apply to him or her.

(2) **AMOUNT OF TIME AVAILABLE FOR FORFEITURE.** (a) Prior to a client's preliminary hearing under s. DOC 331.04, the client's agent shall contact in writing the registrar of the institution which has the client's record and advise the registrar to provide the amount of the client's total good time that is available for forfeiture upon revocation of the client's parole supervision.

(b) The agent shall notify the hearing examiner's office before the final revocation hearing of the amount of good time available for forfeiture.

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(3) **CRITERIA.** (a) The agent shall recommend to the hearing examiner's office prior to the final revocation hearing that a specific amount of good time be forfeited and whether good time should be earned upon the forfeited good time upon revocation of a client's supervision. This amount of time shall be expressed in terms of days, months or years, or any combination of days, months and years. The amount of time may not be expressed in terms of fractions or percentages of time periods. The agent shall send with his or her recommendation the reasons and facts consistent with the criteria listed in par. (b) that support the recommendation.

(b) The following shall be considered by the agent in recommending the amount of good time forfeited and whether good time may be earned on the amount of good time forfeited:

1. The nature and severity of the original offense;
2. The client's institution conduct record;
3. The client's conduct and behavior while on parole;
4. The amount of time left before mandatory release if the client is a discretionary release parolee;
5. Whether forfeiture would be consistent with the goals and objectives of field supervision under ch. DOC 328;
6. Whether forfeiture is necessary to protect the public from the client's further criminal activity, to prevent depreciation of the seriousness of the violation or to provide a confined correctional treatment setting which the client needs; and
7. Other mitigating or aggravating circumstances.

(c) The agent's supervisor shall review the agent's recommendation for a forfeiture, and the agent's recommendation shall be included in the client's chronological history along with the supervisor's comments on the recommendation.

(5) **RECORDS.** Relevant records relating to the forfeiture of good time shall be maintained as part of the client's record.

*History:* Cr. Register, February, 1987, No. 374, eff. 3-1-87; removed (4) under 1989 Wis Act 107.

*Note:* See ch. HA2 for replacement for sub. (4) subject matter.

**DOC 331.14 Reincarceration hearing.** (1) **APPLICABILITY.** This section applies to a client who, on or after June 1, 1984, committed the crime for which he or she was sentenced, and to any other client who chose to have 1983 Wis. Act 528 apply to him or her.

(2) **AMOUNT OF TIME AVAILABLE FOR REINCARCERATION.** (a) Before an agent requests a final revocation hearing under s. DOC 331.05, the agent shall, in writing, request the registrar of the institution which has the client's record to provide the amount of time remaining on the client's sentence, which is the entire sentence less time served in custody prior to release to field supervision.

(b) The agent shall notify the hearing examiner's office before the final revocation hearing of the amount of time available for reincarceration.

(3) **CRITERIA.** (a) The agent shall recommend to the hearing examiner a specific period of reincarceration upon revocation of a client's supervision. This amount of time shall be expressed in terms of days, months or years, or any combination of days, months and years. The amount of time may not be expressed in fractions or percentages of time periods. The agent shall send with his or her recommendation the reasons and facts consistent with the criteria listed in par. (b) that support the recommendation.

(b) The following criteria shall be considered by the agent in recommending a period of reincarceration and by the hearing examiner under sub. (4) (a) in determining the period of reincarceration:

1. The nature and severity of the original offense;
2. The client's institutional conduct record;
3. The client's conduct and behavior while on parole;
4. The period of reincarceration that would be consistent with the goals and objectives of field supervision under ch. DOC 328; and
5. The period of reincarceration that is necessary to protect the public from the client's further criminal activity, to prevent depreciation of the seriousness of the violation or to provide a confined correctional treatment setting which the client needs.

(c) The agent's supervisor shall review the agent's recommendation for a specific period of incarceration and the agent's recommendation shall be included in the client's chronological history along with the supervisor's comments on the recommendation.

(5) **RECORDS.** Relevant records relating to reincarceration shall be maintained as part of the client's record.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87; removed (4) under 1989 Wis. Act 107.

**Note:** See ch. HA2 for replacement for sub. (4) subject matter.

**DOC 331.15 Tolled time.** (1) In this section, "tolled time" means the period of time between the date of a client's violation and the date the client's probation or parole is reinstated or revoked.

(2) The period of a client's probation or parole ceases to run during tolled time in accordance with s. 57.072, Stats., subject to sentence credit for time the client spent in custody pursuant to s. 973.155 (1), Stats. If a client is subsequently reinstated rather than revoked, time shall be tolled only if the reinstatement order concludes that the client did in fact violate the rules or conditions of his or her supervision.

(3) The amount of time to be tolled is officially determined by a hearing examiner or is the secretary's decision in accordance with s. DOC 331.13 or 331.14.

**History:** Cr. Register, February, 1987, No. 374, eff. 3-1-87.

**DOC 331.16 Reinstatement.** (1) **GENERAL.** Reinstatement may only take place in accordance with this section.

(2) **DEFINITION.** For purposes of this section, "reinstatement" means the return of a client to field supervision after either:

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(a) A client's personal written admission of a violation of the rules or conditions of supervision; or

(b) A finding by a hearing examiner or the secretary under this chapter that the client committed a violation of the rules or conditions of supervision sufficient to warrant revocation.

(3) **ADMISSION.** (a) A client may knowingly and voluntarily make a written admission, signed and witnessed, of a violation of the rules or conditions of supervision sufficient to warrant revocation, and request reinstatement. The request shall acknowledge:

1. The date of the violation; and

2. That the client is aware that the period between the date of violation and the date of reinstatement or revocation may be tolled, i.e., the period of the client's commitment term ceases to run during this period of time.

(b) A staff member may accept a client's written admission and request, and shall submit it with the report under s. DOC 331.03 (4) to a supervisory staff member.

(c) The supervisory staff member shall decide whether to accept the admission and request, recommend reinstatement, and forward the admission, request and recommendation to the secretary for approval, or continue with revocation proceedings. Reinstatement shall only be recommended when it is consistent with the goals and objectives of supervision under ch. DOC 328. The recommendation shall include a statement of the reasons for it.

(d) The secretary shall decide within 5 working days after receiving an admission and request and the supervisory staff member's recommendation whether to order reinstatement. A copy of the secretary's decision, stating the reasons for it, shall be sent to the client and the supervisory staff member.

(e) If the secretary decides that reinstatement should not occur, the revocation process may be initiated in accordance with s. DOC 331.03.

(4) **FINDING OF VIOLATION BY HEARING EXAMINER.** (a) Under s. DOC 331.05 (7), a hearing examiner may order a client reinstated after finding that the client committed a violation of the rules or conditions of supervision. Reinstatement may only be ordered when it is consistent with the goals and objectives of supervision under ch. DOC 328. The order shall include a statement of the reasons for it.

(b) The date of a client's violation and the date that the client was reinstated shall be stated in the hearing examiner's order for reinstatement.

(c) A hearing examiner's order for reinstatement may be appealed to the secretary in accordance with s. DOC 331.05 (8) to (11).

(5) **RECORDS.** Relevant records relating to a client's reinstatement shall be maintained as part of the client's records.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87.

Note: Providing a revocation procedure that is fair and effective, reasonably speedy and which does not hinder the overall correctional process is a difficult challenge. These objectives

are sometimes in conflict. For example, it is important to give adequate and timely notice to a client and his or her attorney of revocation proceedings. At the hearings, the client should have the opportunity to examine and cross-examine witnesses. But there are costs involved in this. The period during which a client is subject to revocation proceedings can be very stressful. The client may be in custody. These 2 facts can seriously interrupt the correctional process. This is also true when a client is in an adversary relation to an agent, who probably will continue to supervise the client when the client returns to the community, or with parents, friends, or teachers who have information related to the revocation decision.

These are just a few examples of the issues that must be resolved in developing a fair, efficient revocation procedure that is consistent with these and the other objectives of this chapter.

The broad outlines for the revocation process have been drawn by the U.S. Supreme Court. This framework, which will be developed briefly here, leaves the state with some flexibility to devise a procedure that fairly resolves the sometimes conflicting goals of the supervision.

In *Morrissey v. Brewer*, 408 U.S. 471 (1972), the U.S. Supreme Court outlined the procedures for adult parole revocation. In *Gagnon v. Scarpelli*, 411 U.S. 778 (1973), the U.S. Supreme Court held that the procedures in *Morrissey* applied to the revocation of adult probation as well.

A final revocation hearing to determine whether the parolee violated and whether to revoke occurs within a reasonable time of a preliminary hearing under this chapter. While no specific time limit is set, it is the department's goal to hold the final hearing within 30 to 40 days of the preliminary hearing if the client is detained following the preliminary hearing. This is difficult to accomplish because of the shortage of hearing examiners, the difficulty of accommodating busy attorney's and agent's schedules, and the shortage of hearing rooms in county jails. It is clear that the public as well as the client have an interest in speedy revocation proceedings. These rules are intended to help expedite the process.

Revocation of parole under *Morrissey* requires an effective two-step process or a prompt final hearing. The hearing should be held within a reasonable time after a decision to pursue revocation at the preliminary hearing. The requirements for the hearing are:

- (1) That the parolee must be given written notice of the alleged violations;
- (2) That the parolee is entitled to disclosure of the evidence against him or her;
- (3) That the parolee has the right to appear and speak on his or her own behalf;
- (4) That the parolee has the right to present witnesses and evidence;
- (5) That the parolee has the right to confront and cross-examine witnesses against him or her; and
- (6) That the parolee has the right to receive a written decision, stating the reasons for it, based upon the evidence presented.

*Morrissey* gave the states flexibility to implement these requirements. The revocation procedures in this chapter reflect an attempt to provide a fair procedure that is also efficient and speedy.

**Note:** DOC 331.03. Subsection (1) states that a client may be revoked for violating the rules or conditions of supervision. The rules or conditions may proscribe an activity which is not in itself a violation of the criminal law. *State v. Evans*, 77 Wis. 2d 225 (1977). Some examples of violations for which revocation may result are failure to account for one's whereabouts, failure to report, absconding, leaving the state without an agent's permission, failure to notify an agent of a change of address, and consumption of alcoholic beverages. See e.g., *State v. Garner*, 54 Wis. 2d 100 (1972); *State ex rel. Cressi v. Schmidt*, 62 Wis. 2d 400 (1974); *State ex rel. Solie v. Schmidt*, 73 Wis. 2d 620 (1976); *State ex rel. Prellwitz v. Schmidt*, 73 Wis. 2d 35 (1976); *State v. Evans*, 77 Wis. 2d 225 (1977); *State ex rel. Shock v. DDOC*, 77 Wis. 2d 862 (1977); *State ex rel. Flowers v. DDOC*, 81 Wis. 2d 376 (1978); *State v. Gerard*, 57 Wis. 2d 611 (1973), *appeal dismissed*, 414 U.S. 804 (1973); *State ex rel. Mulligan v. DDOC*, 86 Wis. 2d 517 (1979).

Subsection (2) provides for an agent's investigation after an alleged violation. The investigation should be thorough since the information uncovered may form the basis of a decision to revoke a client's probation or parole. It should also be performed as soon as possible after the alleged violation so as not to cause undue interruption of a client's supervision. This is consistent with existing practice.

Subsection (3) states that an agent may recommend revocation or resolve minor alleged violations by alternatives to revocation. Experience teaches that the latter provision is necessary since minor, often excusable or unintended violations may occur that are handled best

by immediate action by the agent. For example, a client may fail to report at the prescribed time, but after investigation the agent may conclude that the failure was reasonable because the client was ill or misunderstood the reporting rule. Some criminal law violations, such as some motor vehicle offenses, also may not require revocation. Revocation may not be appropriate, but a review of the rules, counseling, or a warning may be desirable. Of course, if investigation proves the allegation groundless, that fact should be recorded and no action should be taken against the client. The alternatives noted under sub. (3) are derived from *State ex rel. Plotkin v. DDOC*, 63 Wis. 2d 535 (1973). The alternatives noted under sub. (3) (b) allow a decision-maker to exercise discretion on a case by case basis which is necessary to provide fairness and satisfy the goals under this chapter.

Subsection (4) requires an agent to report all alleged violations to his or her supervisor. Alleged violations, with any action taken under sub. (3) may be appropriately reported in a chronological log summary. However, if revocation is recommended, the agent should submit a report directly to the agent's supervisor. All of the information required under this subsection need not be included in a single written report.

Note: DOC 331.04. Section DOC 331.04 specifies the steps to be taken in a preliminary hearing. If the client waives the preliminary hearing, the final hearing should be held as soon as practicable.

Subsection (1) states that the only purpose of a preliminary hearing is to determine whether there is probable cause to believe the client committed the alleged violation. This narrow focus complies with constitutional requirements while ensuring that the preliminary hearing will not duplicate the final hearing.

Subsection (2) specifies the times when it is not necessary to hold a preliminary hearing because there is no necessity to determine probable cause. Courts applying *Morrissey* and *Scarpelli* have concluded that the right to a preliminary hearing is not absolute. There is no right to a preliminary hearing when there has been no loss of conditional liberty. Therefore, there is no right to a preliminary hearing when the department has not detained the client pending the final revocation hearing (*United States v. Scuito*, 531 F.2d 842, 846 (7th Cir. 1976)). Other circumstances in which there has been no loss of conditional liberty, and therefore no right to a preliminary hearing, include those in which the client is already incarcerated pursuant to a valid conviction on another charge, *United States v. Longford*, 369 F. Supp. 1107, 1108 (N. D. Ill. E.D. 1973); *Moody v. Daggelt*, 429 U.S. 78, 86, note 7 (1976). One court has found that a preliminary hearing is not required when the client is detained only briefly, *United States v. Basso*, 632 F.2d 1007, 1012-13 (2d Cir. 1980), cert. denied 450 U.S. 965 (1981).

There is no right to a preliminary hearing when some other body already has determined that there is probable cause to believe that the person has committed the violation complained of. The Supreme Court stated in *Morrissey* that a parolee "obviously . . . cannot relitigate issues determined against him in other forums, as in the situation presented when the revocation is based on conviction of another crime." *Morrissey*, 408 U.S. at 490, 92 S. Ct. at 2605. Courts have interpreted this language to mean that a preliminary hearing is not required where the person has been convicted of a crime upon which the probation or parole revocation is based because conviction conclusively establishes the fact of violation, *Jones v. Johnston*, 534 F.2d 353, 357 (D.C. Cir. 1976), *Moody v. Daggelt*, 429 U.S. 78 (1976), *United States ex rel. Sims v. Stelaff*, 563 F.2d 821 (7th Cir. 1977); where another authorized body has determined that probable cause exists, *United States v. Strada*, 503 F.2d 1081, 1084 (8th Cir. 1974); where the facts conclusively establish that probable cause exists, as, for example, in the situation where the client is arrested in another state for violating a condition that the client not leave the client's own state without the agent's permission, *Stidham v. Wyrick*, 567 F.2d 836, 837-38 (8th Cir. 1977), *Barton v. Malley*, 626 F.2d 151, 159 (10th Cir. 1980), but see *U.S. v. Companion*, 454 F.2d 308 (2d Cir. 1976) in which a preliminary hearing was required even where a probationer was arrested in a distant state and a condition of parole was that he not travel; where the person pleads guilty to the crime underlying a revocation, *Reese v. United States Board of Parole*, 530 F.2d 231, 234 (9th Cir. 1976); and where the person admits the violation in a signed statement, suggested in *Morrissey v. Brewer*, supra, 408 U.S. at 476-77, 92 S. Ct. at 2598, and *State ex rel. Beougher v. Lotter*, 91 Wis. 2d 321, 328, 283 N.W.2d 588 (Ct. App. 1979).

Subsection (4) provides for notice of the preliminary hearing. Where applicable, the division's bureau of adult institutions should notify the state public defender's office of the hearing as soon as possible. If the supervisor reviews the report submitted by an agent and concludes that a hearing is necessary, notice of the hearing should be sent to the client, the client's attorney, if any, and agent. The notice must state the rights that the client has at the hearing. The notice and list of rights are in substantial accord with existing practice and *Morrissey*.

The preliminary hearing provides only a qualified right to an attorney. If an attorney fails to appear at the hearing, the hearing examiner may either proceed with the hearing or postpone the hearing upon determining that the client is entitled to an attorney. Criteria for that decision are taken from *Gagnon v. Scarpelli*, 411 U.S. 778 (1973). This requirement attempts

to accommodate both the need for an attorney and the need to hold the preliminary hearing quickly. Past practice has shown that many preliminary hearings are delayed because counsel fails to appear. Any delays due to client's counsel's failure to appear will not be counted against the department. See *Barker v. Wingo*, 407 U.S. 514 (1972).

Subsection (5) explains when taking a client into custody pending final revocation is appropriate. A client may not be detained without limit. In *State ex rel. Sims v. Sietaff*, 563 F.2d 821 (7th Cir. 1972), the court held that a client's right to release pending revocation should be determined according to the speedy trial standards of *Barker v. Wingo*, 407 U.S. 514 (1972). The relevant but not exclusive factors are:

1. The length of the delay;
2. The reasons for the delay (e.g., whether attributable to the revokee or the state);
3. The assertion of the right to a speedy hearing; and
4. Possible prejudice.

The court recognized the difficult balancing test required. The state must justify the delay, except where the delay is due to the client's own actions. Even then, the state has the duty to proceed expeditiously. A client in custody elsewhere on other convictions or unrelated cases suffers no deprivation of protected liberty sufficient to invoke the due process right to an immediate hearing on the issue of revocation. "The linchpin of [*Moody v. Daggett*, 429 U.S. 79 (1976)] is that no process is due a parolee facing revocation until his life, liberty, or property interests are impaired by the revocation proceedings." *Sims* at 826.

The criteria under this subsection for taking a client into custody and detaining the client, along with the reasonable time limits imposed for the revocation process, should not unfairly deprive a client of conditional liberty under supervision. When, through the actions of the client, his or her attorney, or the department, the time periods are exceeded, the *Barker* factors to consider the reasonableness of the delay and further detention must be taken into account.

Subsection (6) sets the time limits for initiating the preliminary hearing. Timeliness is important to ensure the prompt gathering and preservation of evidence and to ensure the speedy resolution of the allegations which may enable the client to continue with supervision without undue interruption. These limits are consistent with the requirement under *Morrissey*. This subsection also requires a review in an area of the state close to the arrest or alleged violation to permit the client to prepare a defense and to put it on the record before memories have dimmed and before he or she is removed to a distant part of the state. *State ex rel. Flowers v. DDOC*, 81 Wis. 2d 376 (1978). However, where an alleged violation has occurred at a distant location, there are acceptable alternatives to holding the review at the place of the alleged violation. For example, transporting witnesses to the hearing or, where appropriate, conventional substitutes for live testimony including affidavits, depositions, and documentary evidence, may be resorted to, consistent with the requirement of due process. *State ex rel. Harris v. Schmidt*, 69 Wis. 2d 668 (1975).

Subsection (8) allows the department to reissue a notice when there are mistakes in the notice that do not affect the substance of the preliminary hearing but cause the notice to be dismissed. It also allows the department to reissue a dismissed notice if the department discovers relevant new information about the alleged violation. This information must not have been known to the department prior to issuance of the first notice. It may not be information that was known but not used.

**Note:** DOC 331.06. This section provides the procedure for revocation when the client has waived the right to a preliminary hearing, or a preliminary hearing and final hearing. A supervisory staff member should assemble all relevant information and documents and forward them for review by the secretary. Experience teaches that the secretary's decision usually results in revocation. The department is encouraged to ask a client to have the assistance of legal counsel before accepting such waivers. Sometimes, however, this is not possible and un-counseled waivers are permitted.

**Note:** DOC 331.07. This section provides the supervisor with the authority to terminate revocation proceedings without revocation. For example, if clear evidence arises that the client did not commit the alleged violation, proceedings should be halted.

**Note:** DOC 331.08. This section provides for concurrent revocation and prosecution proceedings. See 65 *Op. Atty. Gen.* 20 (1976).

Delays in the revocation process may cause undue anxiety for the client, and may cause severe interruptions in supervision. It is in the client's interests to obtain a speedy informed decision regarding revocation.

The few court cases found on the subject of acquittals have taken the position that an acquittal in a criminal proceeding does not preclude revocation of supervision on the same charge because of the differences in nature of the 2 proceedings and to the different levels of proof involved therein. See, e.g., *Johnson v. State*, 240 Ga. 526, 242 S.E. 2d 53 (1978), *Bernal-Zazueta v. U.S.*, 225 F.2d 60 (1955).

Note: DOC 331.09. This section provides for accurate recordkeeping of revocation actions.

For further information regarding client transport under s. DOC 331.10, see DOC 328.23.

Note: DOC 331.11. This section provides the procedures for revocation for those clients on probation or parole committed under ss. 161.47 and 971.17, Stats., and ss. 54.04 and 54.07, Stats. (1975). Special revocation procedures for these clients are provided for under ss. 161.47 (1), 971.17 (2) and (3), Stats., and ss. 54.05 and 54.11, Stats. (1975). This section is consistent with these statutory provisions and the goals and objectives under this chapter.

This chapter is in substantial accord with the American Correctional Association's *Manual of Standards for Adult Probation and Parole Field Services* (1977), standards 3141-3144 and 3146; the American Correctional Association's *Manual of Standards for Adult Parole Authorities* (1976), standards 1098-1104; the American Bar Association's *Standards Relating to Probation* (Approved Draft, 1970) standards 5.1 and 5.4; and 15 *Cal. Adm. Code*, 2616-2618, 2635, 2636(a) and (b), 2643, 2645-2646, 2665-2667, 2668(a), (b), and (c).

Note: DOC 331.13. This section applies to clients who are not subject to 1983 Wisconsin Act 528 because they committed crimes before June 1, 1984, and did not choose to have the act apply to them. Clients on discretionary or mandatory release parole who are not subject to Act 528 and who have their supervision revoked under this chapter are entitled to a forfeiture hearing under this section. The hearing is held to determine the amount of good time credit a client should forfeit, if any, and whether good time may be earned on the amount forfeited as a result of a violation.

To ensure a fair, effective, and reasonably speedy revocation and forfeiture process which does not hinder the correctional process, several important features have been incorporated into this section.

First, an agent must contact the registrar from the institution which has the client's record prior to the preliminary hearing to determine the amount of time available for forfeiture. The amount of time may significantly affect the client's decision to waive his or her rights to a final revocation hearing under this chapter, the client's interest in proposing alternatives to revocation, as well as the supervisory staff member's and hearing examiner's decision to pursue revocation. Hence, the amount of good time available for forfeiture must be included in the notice of the hearing.

Second, the agent must recommend that a specific amount of time be forfeited and whether good time may be earned in the future on the amount forfeited. For the reasons stated above, this should be included in the notice of the final revocation hearing and the forfeiture hearing and in the client's record.

Third, unless it is waived by the parolee, a good time forfeiture hearing must be held during or immediately after a final revocation hearing, or within a reasonable time after a secretary's decision to revoke a client's parole. Since the factual basis for loss of good time credit has been adequately and fairly explored at the final revocation hearing or by the secretary, and since a final written decision to revoke must exist prior to an effective forfeiture decision, additional procedures are unnecessary. *Sillman v. Schmidt*, 394 F. Supp. 1370 (W.D. Wis. 1975).

Fourth, the department must exercise good judgment in determining how much good time, if any, the parolee will forfeit and whether good time may be earned in the future on the amount forfeited. *Putnam v. McCauley*, 70 Wis. 2d 256 (1975). (The decision in *Putnam* is not retroactive. *State ex. rel. Renner v. DDOC*, 71 Wis. 2d 112 (1976).) Only that much time should be forfeited as will achieve the goals and purposes of revocation.

See DOC 331.15 for a discussion of tolled time.

Note: DOC 331.14. This section applies to clients who are subject to 1983 Wisconsin Act 528 because they committed crimes on or after June 1, 1984, or because they chose to have the act apply to them. Clients on discretionary or mandatory release parole who are subject to the act and who have their supervision revoked under this chapter are entitled to a reincarceration hearing. The hearing is held to determine how much, if any, of the remainder of a client's sentence he or she should serve in prison. The remainder of a client's sentence is the entire sentence, less time served in custody prior to release. To ensure a fair, effective, and reasonably speedy revocation and reincarceration decision which does not impede the correctional process, features similar to the forfeiture hearing procedures described in s. DOC 331.13 have been incorporated into this section.

**Note: DOC 331.15.** Time is only "tolled" for clients whom the department decides have violated terms of their probation or parole sufficiently to warrant revocation. A client who commits a violation loses credit for having served time on his or her sentence for the days between the date of the violation, as determined by the agent, and the date of a decision to reinstate or revoke. For example, a client who absconds for 6 months, and is returned to custody for an additional 3 months before a decision on revocation is rendered, is tolled 9 months. However, the time the client is in custody between the violation and the reinstatement decision is credited back to the client. The client in the example would get back 3 months of the 9 months tolled, for an effective tolled time of 6 months. This effective tolled time is then added to the end of the client's period of commitment to the department. The client in the example would remain under the department's custody for 6 months longer than the court initially ordered. See ss. 57.072 and 973.155, Stats., for further explanation.

Section 57.072, Stats., provides for a tolling of time on a client's probation or parole during the period of time between the effective date of a client's violation and the date that the client's supervision was reinstated or revoked subject to credit for time spent in custody in accordance with s. 973.155 (1), Stats.

**Note: DOC 331.16.** Reinstatement is an alternative to revocation of a client's supervision after a finding or admission that the client violated the rules or conditions of supervision.

Subsections (3) and (4) provide the only procedures for reinstatement. A client who has been given notice of revocation proceedings under this chapter may be reinstated by the hearing examiner or secretary. Reinstatement in lieu of any pending revocation proceedings is also possible. But here, it is important to provide the client wishing to admit he or she committed the violation with complete information regarding the consequences of such an action, e.g., the exact period of time that will be tolled and the amount of good time that may be forfeited or the period of reincarceration that may be ordered if reinstatement is ordered. It is only when the client is aware of the consequences of an admission and request for reinstatement that it may be knowingly and intelligently given. In addition, an admission and request must not be coerced. Only voluntary admissions and requests for reinstatement may be accepted.

The secretary may make the final decision about reinstatement to provide for uniformity and fairness in decisionmaking.

See s. DOC 331.15 regarding tolled time.