Chapter DOC 302

ASSESSMENT AND EVALUATION, SECURITY CLASSIFICATION AND SENTENCE COMPUTATION

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Note: Chapter HSS 302 was renumbered Chapter DOC 302 and revised under s. 13.93 (2m) (b) 1, 2, 6 and 7, Stats., Register, April, 1990, No. 412.

DOC 302.01 Applicability of A&E process. (1) Every convicted offender sentenced or committed to a correctional institution shall participate in an orientation program, receive a security classification and assignment to an institution and be offered a vocational, job, school or program assignment (hereinafter "program assignment"), consistent with existing resources, as specified in this chapter.

(2) This initial process for orientation, security classification and program assignment shall be called "the assessment and evaluation process" (hereinafter "A&E"). In this chapter the term "convicted offender" includes a person sentenced to a correctional institution, a person committed to the department of health and social services under ch. 975, Stat., and transferred to a correctional institution and a person assigned to a correctional institution after the revocation of probation, discretionary parole or mandatory release.

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

DOC 302.02 Purposes of A&E. The purposes of A&E shall be the following:

- (1) A comprehensive assessment of a resident's social background, sentence structure, academic and vocational achievements;
- (2) A long-term and short-term evaluation of the academic, vocational, medical, social, treatment and security needs of a resident;
- (3) An orientation to the program resources of the department of corrections;
- (4) The motivation of the offender to become constructively involved in the correctional process;
- (5) The social reintegration of the offender through the formulation of an individualized plan to aid the newly confined resident to utilize resources effectively, to develop socially acceptable life goals and to permit the department to make efficient use of available resources; and
- (6) The protection of the public through planning for appropriate correctional treatment and supervision.

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

DOC 302.03 Duration of A&E process. (1) A&E shall be completed not more than 6 weeks after the arrival of the offender at the institution to which the offender has been sentenced or assigned.

(2) In unusual circumstances, the director of A&E (hereinafter "director") may delay the starting time of the A&E Process.

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

- DOC 302.04 Restricted movement during A&E process. (1) During A&E, a resident may be separated from the general resident population until the institution physician is satisfied that the resident is not suffering from a communicable disease or the director is satisfied that the person need not be separated for the resident's safety.
- (2) The director and the security director or their designees may evaluate residents upon their arrival at the institution and recommend to the superintendent that individuals be separated from the general population and each other and have their movement restricted for the duration of A&E. The superintendent may order such residents separated and their movement restricted if he or she believes that it is necessary for the safety and security of the individual resident or of the institution.
- (3) If a resident is separated from the general resident population pursuant to this section, he or she shall be notified of the reasons in writing.

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

DOC 302.05 Orientation during A&E process. (1) The purposes of orientation are:

- (a) To initiate the correctional process in a constructive and positive manner;
- (b) To communicate to residents the objectives of the correctional process, the successful reintegration of the offender into the community, and the protection of the public;

- (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-Register, April, 1990, No. 412

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 transer 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 classication program assignment and assignment to an institution are:
- 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 Register, April, 1990, No. 412

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.
- Movement within institution. Residents in this classification may move within the secuirty 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				
, asses	Maximum (Close and General)	Medium	Medium/ Outside	Minimum	
WISCONSIN STATE PRISON	Х	X	Х	X	
WISCONSIN STATE REFORMATORY	X	х	Х	х	
WISCONSIN COR- RECTIONAL INSTI- TUTION		X	Х	Х	
KETTLE MORAINE CORRECTIONAL INSTITUTION		Х	х	Х	
TAYCHEEDAH COR- RECTIONAL INSTI- TUTION (FEMALE)	X	х	х	X	
WISCONSIN COR- RECTIONAL CAMP SYSTEM				Х	
WISCONSIN COR- RECTIONAL INSTI- TUTION-OAKHILL		·		Х	
WISCONSIN COR- RECTIONAL INSTI- TUTION-DODGE	X	Х	X	Х	
COMMUNITY COR- RECTIONS CEN- TERS			·	· X	
AETP		****	A, 6.0 = 1 = 1	Х	

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79; emerg. r. and recr. eff. 1-1-90.

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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;

- (c) The inmate's social worker shall make available, with the inmate's permission, to the authority which filed the detainer any information useful in determining whether the detainer should be maintained;
- (d) The inmate's social worker shall inform the inmate of all information acquired and given pursuant to pars. (b), (c), and (d);
- (e) The inmate shall be given the opportunity to place on file and before anyone considering the detainer additional facts or facts contrary to those acquired and placed on file; and
- (f) The extent to which the detainer is relied on and the reasons for relying on it shall be given to the inmate in writing; and
- (15) The inmate's risk rating as high risk, moderate risk or low risk, determined by employing the department's risk rating system. Under the risk rating system, if one or more factors are rated high risk, the risk rating is high risk. If one or more factors are rated moderate risk and no factors are rated high risk, the risk rating is moderate risk. If all factors are rated low risk, the risk rating is low risk. In this subsection, "risk rating system" means the interpretive guidelines, procedures and forms used to assess the risk that an inmate presents to public safety and to the security and management of the correctional institution.

History: Cr. Register, August, 1979, No. 284, eff. 9-1-79; emerg. r. and recr. eff. 12-7-88; r. and recr. Register, August, 1989, No. 404, eff. 9-1-89.

DOC 302.145 Requirements for assigning a security classification to an inmate serving a life sentence. (1) DEFINITIONS. In this section:

- (a) "Administrator" means the administrator of the division of adult institutions in the Wisconsin department of corrections.
- (b) "Life sentence" means a sentence of life imprisonment imposed following a conviction for a Class A felony. An inmate sentenced to life imprisonment who is released on parole, violates a condition of parole and is returned to a state correctional institution with or without a new sentence is serving a life sentence. If the governor pardons or commutes a life sentence, it is no longer a life sentence. In this paragraph, "Class A felony" means a crime specified as a Class A felony in chs. 939 to 951, Stats. or a crime from another jurisdiction that is punishable by a sentence of life imprisonment under that jurisdiction's laws.
- (c) "Parole violator" means an inmate sentenced to life imprisonment who is released on parole, violates parole, has parole revoked under ch. DOC 331 and is returned to a state correctional institution with or without a new sentence.
- (2) CATEGORIES OF LIFERS. (a) Each inmate serving a life sentence shall be designated as a category I, II, III or IV lifer. If the designation as to category of lifer is made at A&E, the A&E director or designee shall make the designation. At other times the PRC shall make the designation. A PRC designation as to category of lifer requires a unanimous vote. If a vote of the PRC is not unanimous, the case shall be referred to the classification chief to make designation as to category of lifer. Categories of lifers shall be designated in accordance with the following criteria:
- A category I lifer is an inmate serving a life sentence who does not meet the criteria for a category IV lifer and who either committed a par-Register, April, 1990, No. 412

ticularly vicious murder or other class A felony, including a murder or other class A felony involving torture, sexual abuse, body dismemberment, mutilation or sacrificial rituals, or multiple murders, or whose prior criminal record includes one or more felony or misdemeanor convictions or, within 10 years before commission of the current offense, one or more juvenile delinquency adjudications, for behaviors which reflect an intent to inflict great bodily harm, as defined in s. 939.22, Stats., on the victim.

- 2. A category II lifer is an inmate serving a life sentence who does not meet the criteria of a category I, III or IV lifer.
- 3. A category III lifer is an inmate serving a life sentence who does not meet the criteria for a category I or category IV lifer and who has had no prior felony convictions and no prior juvenile delinquency adjudications within 10 years before the current offense for a felony offense and fewer than 5 prior misdemeanor convictions and juvenile delinquency adjudications within 10 years before the current offense for a misdemeanor offense, with none of the misdemeanor convictions or adjudications reflecting an intent to inflict great bodily harm on the victim, and no previous incarcerations in any state or federal correctional institution. The category III lifer had a close or long-term relationship with the victim. The murder or other class A felony was not committed for material gain and did not involve planning and preparation. The murder or other class A felony was a spontaneous emotional response to specific circumstances occurring at the time of the murder.
- 4. A category IV lifer is an inmate serving a life sentence who has a parole eligibility date set by the court under s. 973.014, Stats., later than the date provided in s. 304.06 (1), Stats.
- (b) An inmate may appeal the designation as to category of lifer to the classification chief within 10 days after receipt of the designation.
- (c) The PRC may review a designation as to category of lifer at any time on its own direction or at the request of the classification chief.
- (3) New Lifers and Lifers who had a maximum security classification on December 7, 1988. (a) Applicability. The factors listed under s. DOC 302.14 may be taken into consideration in assigning a security classification to an inmate serving a life sentence who is received at a correctional institution following sentencing or revocation on or after December 7, 1988, and to an inmate serving a life sentence who had a maximum security classification on December 7, 1988. In addition, the requirements in this subsection shall apply to those inmates.
- (b) Time to be served in a maximum security institution. Requirements for service of time in a maximum security institution by category of lifer are set out in this paragraph. A lifer shall serve in a maximum security institution at least the number of years that apply to his or her category, unless the PRC recommends placement in a medium security institution at an earlier date and the PRC recommendation is approved by the classification chief, or unless the lifer is in need of individualized care in which case he or she may be transferred to the Wisconsin Resource Center (WRC) under s. 302.055, Stats., with the time served in WRC deducted from the requirement for service of time in a maximum security institution. The following are the requirements for service of service of time in a maximum security institution:

- 1. Unless the classification chief approves placement in a medium security institution at an earlier date, a category I lifer shall serve a minimum of 15 years in a maximum security institution, reduced by any sentence credit granted pursuant to s. 973.155, Stats. If a category I lifer has one or more consecutive sentences in addition to the life sentence, the inmate shall serve a minimum of an additional 25% of the consecutive sentence or sentences, or, in the case of a consecutive life sentence, an additional 13 years 4 months if the life sentence is covered by 1983 Wis. Act 528 or 11 years 3 months if the life sentence is not covered by 1983 Wis. Act 528, in a maximum security institution, unless the classification chief approves placement in a medium security institution at an earlier date.
- 2. Unless the classification chief approves placement in a medium security institution at an earlier date, a category II lifer shall serve a minimum of 8 years in a maximum security institution, reduced by any sentence credit granted pursuant to s. 973.155, Stats. If a category II lifer has one or more consecutive sentences in addition to the life sentence, the inmate shall serve a minimum of an additional 25% of the consecutive sentence or sentences, or, in the case of a consecutive life sentence, an additional 13 years 4 months if the life sentence is covered by 1983 Wis. Act 528 or 11 years 3 months if the life sentence is not covered by 1983 Wis. Act 528, in a maximum security institution, unless the classification chief approves placement in a medium security institution at an earlier date.
- 3. Unless the classification chief approves placement in a medium security institution at an earlier date, a category III lifer shall serve a minimum of 6 years in a maximum security institution, reduced by any sentence credit granted pursuant to s. 973.155, Stats. If a category III lifer has one or more consecutive sentences in addition to the life sentence, the inmate shall serve a minimum of an additional 25% of the consecutive sentence or sentences, or, in the case of a consecutive life sentence, an additional 13 years 4 months if the life sentence is covered by 1983 Wis. Act 528 or 11 years 3 months if the life sentence is not covered by 1983 Wis. Act 528, in a maximum security institution, unless the classification chief approves placement in a medium security institution at an earlier date.
- 4. Unless the classification chief approves placement in a medium security institution at an earlier date, a category IV lifer shall serve his or her sentence in a maximum security institution at least up to the date 3 years prior to his or her parole eligibility date or for a minimum of 15 years, reduced by any sentence credit granted pursuant to s. 973.155, Stats., whichever is longer. If a category IV lifer has one or more consecutive sentences in addition to the life sentence, the inmate shall serve a minimum of an additional 25% of the consecutive sentence or sentences, or, in the case of a consecutive life sentence, an additional 13 years 4 months if the life sentence is covered by 1983 Wis. Act 528 or 11 years 3 months if the life sentence is not covered by 1983 Wis. Act 528, in a maximum security institution, unless the classification chief approves placement in a medium security institution at an earlier date.
- 5. Following revocation, a parole violator with an underlying life sentence but without the imposition of a new sentence or sentences shall serve a minimum of 12 months in a maximum security institution starting from the date of return to a state correctional institution, unless the

classification chief approves placement in a medium security institution at an earlier date; and

- 6. Unless the classification chief approves placement in a medium security institution at an earlier date, following revocation, a parole violator with an underlying life sentence and with the imposition of a new sentence or sentences shall serve in a maximum security institution a minimum of 12 months or 50% of the time from the date of custody for the violation to a projected mandatory release date, calculated using the formula under s. 53.11 (1), Stats., on the new sentence or sentences imposed, whichever is greater.
- (c) Eligibility for minimum security classification. To be eligible for a minimum security classification, an inmate serving a life sentence, including a parole violator with an underlying life sentence, shall have:
- 1. Reached parole eligibility as defined in ss. 304.06 (1) and 973.014, Stats.;
- 2. Served the required time in a maximum security institution under par. (b), unless the classification chief approved placement in a medium security institution at an earlier date;
 - 3. Had a request by the parole board for a preparole plan;
- 4. Had a recommendation for minimum security classification made by the PRC under s. DOC 302.19 (4), using the factors listed under s. DOC 302.14, or, if the vote of the PRC for the change was not unanimous, had a recommendation for minimum security classification made by the A&E director and superintendent or designee, but if they could not agree, had the case referred to the classification chief;
- 5. Had a recommendation for minimum security classification made by the classification chief and referred to the administrator for a final decision; and
- 6. Had a final decision by the administrator approving the inmate's minimum security classification.
- (4) LIFERS WHO HAD A MINIMUM SECURITY OR MEDIUM SECURITY CLASSIFICATION ON DECEMBER 7, 1988. (a) Applicability. The factors listed under s. DOC 302.14 may be taken into consideration in assigning a security classification to an inmate serving a life sentence who had a minimum security or medium security classification on December 7, 1988. In addition, the requirements in this subsection shall apply to those inmates
- (b) Minimum security classification. Prior to December 7, 1988, the parole board shall have provided a parole consideration file review for each inmate serving a life sentence who had a minimum security classification and who was parole eligible on December 7, 1988. If the parole board requested a preparole plan for an inmate, that inmate shall remain in minimum security classification until the inmate is found guilty of a major disciplinary violation under ch. DOC 303 or is released on parole under ch. DOC 330, except that an inmate in need of individualized care may be transferred to the Wisconsin Resource Center under s. 302.055, Stats. If the inmate was not parole eligible on December 7, 1988, or the parole board did not request a preparole plan, the PRC shall have reviewed the inmate's security classification. The criteria for this review Register, April, 1990, No. 412