

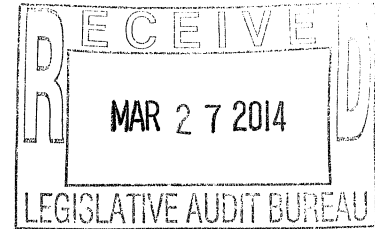
State of Wisconsin
Department of Health Services

Scott Walker, Governor
Kitty Rhoades, Secretary

March 27, 2014

The Honorable Robert Cowles, Senate Co-Chair
Joint Legislative Audit Committee
Room 118 South, State Capitol
Madison, WI 53702

The Honorable Samantha Kerkman, Assembly Co-Chair
Joint Legislative Audit Committee
Room 315 North, State Capitol
Madison, WI 53702



Dear Senator Cowles and Representative Kerkman:

The Department of Health Services (DHS) is pleased to have the opportunity to report to the Joint Legislative Audit Committee on our efforts to implement the recommendations provided in the August 2013 audit report titled, "Supervised Release Placement and Expenditures." The DHS is committed to providing the statutorily defined services to clients on Supervised Release (SR) in a manner that promotes community safety while acting as a responsible steward of taxpayer dollars.

The August 2013 audit included the following recommendations for the DHS:

1. Establish written policies to guide the process used to identify potential residences for individuals authorized for Supervised Release and the factors that should be considered, including:
 - a. The location of the home of an individual's victim and nearby places where children congregate.
 - b. The cost of renting a residence.
 - c. Situations in which a firm should be contacted about purchasing a residence and renting it to the Department of Health Services.
2. Contact the Department of Justice Office of Crime Victim Services or the relevant victim and witness coordinator before an individual is placed on Supervised Release to attempt to obtain contact information for the individual's victim or the victim's family.
3. Attempt to identify additional firms that are willing to purchase and rent residences for individuals on supervised release.
4. Attempt to negotiate leases stipulating that it will pay reduced monthly rental rates after the first year of leases.
5. Attempt to negotiate leases stipulating that the monthly rental rates include at no additional charge the cost of utilities, lawn maintenance, and snow removal.
6. Report to the Joint Legislative Audit Committee by 04/01/2014, on its efforts to reduce the housing costs of individuals on Supervised Release.

7. Immediately begin the process of issuing a request for proposals for monitoring and transportation services for individuals on supervised release.
8. Develop written policies for determining the frequency of scheduled activities to approve for individuals who have been on Supervised Release for more than one year.
9. Purchase used washing machines and dryers and install them in the residences of individuals on Supervised Release whenever possible.
10. Report to the Joint Legislative Audit Committee by 04/01/2014, on its efforts to reduce the cost of monitoring and transportation services.
11. Report to the Joint Legislative Audit Committee by 04/01/2014, on options for facilitating the discharge of individuals on Supervised Release who may no longer meet the statutory criteria for civil commitment but who are unwilling to file discharge petitions with circuit courts.

Following is a report on the efforts of the DHS to implement each of the recommendations:

Recommendation #1:

Establish written policies to guide the process used to identify potential residences for individuals authorized for Supervised Release and the factors that should be considered, including:

- The location of the home of an individual's victim and nearby places where children congregate.
- The cost of renting a residence.
- Situations in which a firm should be contacted about purchasing a residence and renting it to the Department of Health Services.

Report:

Policy SR808 Supervised Release Residence Search has been published and a copy is attached for reference. The policy addresses all of the specific recommendations made in the audit report. Additionally, the policy establishes a uniform approach that is to be used program-wide for identifying and selecting residences for clients on Supervised Release.

Recommendation #2:

Contact the Department of Justice Office of Crime Victim Services or the relevant victim and witness coordinator before an individual is placed on Supervised Release to attempt to obtain contact information for the individual's victim or the victim's family.

Report:

The DHS has modified its policies and procedures to include contact with the Department of Justice and other applicable agencies to obtain relevant victim information prior to a client's placement on Supervised Release. The DHS has revised forms relative to the Supervised Release and Discharge process in order to ensure that relevant agencies are contacted in regards to victim locations. In regards to the specific incident that prompted this recommendation, the DHS initiated a joint meeting with the relevant agencies to conduct a root cause analysis. The DHS collaborated with these agencies to implement improved practices to ensure all available victim information is shared in order to ensure victim residence location is considered in residence searches for sex offenders who are placed on Supervised Release.

Recommendation #3:

Attempt to identify additional firms that are willing to purchase and rent residences for individuals on supervised release.

Report:

The DHS is utilizing the state's commodity procurement process to identify additional firms or vendors that are willing to purchase and rent residences for individuals on Supervised Release. It is expected that a Request for Bid (RFB) will be issued by 04/01/2014.

Recommendation #4:

Attempt to negotiate leases stipulating that it will pay reduced monthly rental rates after the first year of leases.

Report:

The DHS immediately implemented a process for renegotiating amounts paid for rent. The results have been generally unsuccessful thus far. Property owners have refused to reduce the rent or deferred consideration because the leases were not due for renewal. In one instance, after a rent amount was successfully renegotiated, the property became unusable because a school was established nearby. The DHS will continue to implement this recommendation by continuing to seek renegotiated terms with property owners.

In order to meet the spirit of this recommendation, the program has reviewed each individual client and has subsequently increased the number of SR clients per residence. The DHS projects that by 04/06/2014, of the 34 clients residing in residences leased by the DHS SR Program, 12 will be living with another client on Supervised Release, resulting in 28 residences leased. This represents an overall reduction of two leases while the SR population will have increased by five since April 2013. When and where possible, the DHS will continue to place two clients in one residence.

Recommendation #5:

Attempt to negotiate leases stipulating that the monthly rental rates include at no additional charge the cost of utilities, lawn maintenance, and snow removal.

Report:

The DHS immediately implemented the process of renegotiating the inclusion of utilities and maintenance services in the lease agreements as well as negotiating these into new lease agreements. As with renegotiating the amounts paid for rent, the results have been generally unsuccessful. Property owners have refused to renegotiate or have deferred consideration because leases were not due. The DHS will continue to attempt to implement this recommendation by continuing to seek renegotiated terms with property owners.

The passage of Act 84 now permits all clients on Supervised Release to perform some of their own maintenance such as snow removal and lawn care. This will further reduce the need to purchase these services or have them included in lease agreements.

Recommendation #6:

Report to the Joint Legislative Audit Committee by 04/01/2014, on its efforts to reduce the housing costs of individuals on supervised release.

The DHS attempted to renegotiate rent amounts as well as leases stipulating the inclusion of utilities and maintenance costs. The DHS has been met with limited success due to leases not being at their expiration dates and owners refusing to agree to renegotiate. Nonetheless, the DHS has increased the number of clients who reside with another client on Supervised Release. This “doubling up” approach has reduced the overall need for new residences and has reduced other program costs due to economies of scale. Additionally, with the passage of Act 84, all clients on Supervised Release are permitted to perform some of their own maintenance. This reduces the need to contract for maintenance or pay higher rents to cover this expense. The DHS will continue to identify and implement ways to reduce housing costs for individuals on Supervised Release.

Recommendation #7

Immediately begin the process of issuing a request for proposals for monitoring and transportation services for individuals on supervised release.

Report:

The DHS made great efforts to “piggyback” on a contract for similar services held by the Department of Corrections (DOC) since the DOC had previously contracted for these services at a lower cost. Ultimately, the vendor that the DOC contracts with would not agree to the same financial terms, thus precluding this plan. Therefore, the DHS developed an RFB and issued it on 03/06/2014 for monitoring, chaperoning, and transportation services. Responsive bids were due on 03/28/2014. The DHS expects that a new contract will begin on or before 06/01/2014.

Recommendation #8:

Develop written policies for determining the frequency of scheduled activities to approve for individuals who have been on Supervised Release for more than one year.

Report:

Policy SR807 Supervised Release Activity Planning has been published and a copy is attached for reference. This policy determines the frequency of scheduled activities which are approved for all individuals on Supervised Release.

Recommendation #9:

Purchase used washing machines and dryers and install them in the residences of individuals on Supervised Release whenever possible.

Report:

The DHS has purchased and installed 10 additional sets of washers and dryers in the residences of clients on SR. Of the 38 clients on SR (as of 04/06/2014), seven do not have washers and dryers due to lack of electrical and/or water hook-ups, client physical limitations, and laundry accessed by other means. The DHS projects that the purchase and installation of the 10 additional washers and dryers will result in an annual cost savings of \$43,600 (using the current chaperoning rate) due to reduced need for out-of-home chaperoning. The DHS will continue to purchase and install washers and dryers in future residences whenever possible.

Recommendation #10:

Report to the Joint Legislative Audit Committee by 04/01/2014, on its efforts to reduce the cost of monitoring and transportation services.

Senator Robert Cowles
Representative Samantha Kerkman
March 27, 2014
Page 5

Report:

As noted, the DHS attempted to “piggyback” on a contract held by the DOC for chaperoning services. However, the DOC vendor would not agree to the same financial terms. Therefore, the DHS issued an RFB for Monitoring, Chaperoning, and Transportation Services on 03/06/2014. Responsive bids were due on 03/28/2014. The DHS expects that a new contract will begin on or before 06/01/2014. The current rate for this service is \$69.89 per hour and the DHS expects the responsive bids to be substantially lower. The DHS has implemented a policy which determines the frequency of scheduled activities for all clients on SR. The policy also establishes procedures for staff to follow when scheduling activities. Washers and dryers were installed in all residences where possible, thus reducing the hours of chaperoning services required. The DHS will continue to seek and implement measures, which will reduce both the expense of and the need for monitoring, transportation, and chaperoning services for clients on SR.

Recommendation #11:

Report to the Joint Legislative Audit Committee by 04/01/2014, on options for facilitating the discharge of individuals on Supervised Release who may no longer meet the statutory criteria for civil commitment but who are unwilling to file discharge petitions with circuit courts.

Report:

The DHS did not make a specific plan to accomplish this recommendation. The supervised release program’s main purpose is protecting the public by providing ongoing oversight of individuals who are deemed more likely than not to reoffend. Should the Wisconsin Legislature choose to address this issue through legislation, the Department would be happy to provide technical and policy assistance in this effort.

The Department of Health Services appreciates the recommendations made by the Legislative Audit Bureau in the audit of the Supervised Release Program. The DHS will continue to ensure that the Supervised Release Program protects Wisconsin’s most vulnerable citizens and promotes community safety while it continues to identify and implement ways to reduce overall program costs.

Sincerely,



Kitty Rhoades
Secretary

cc: Joe Chrisman, State Auditor
Kevin Moore, Deputy Secretary, Department of Health Services
Renee O’Day, Assistant Deputy Secretary, Department of Health Services
Alex Ignatowski, Legislative Advisor, Department of Health Services

SAND RIDGE SECURE TREATMENT CENTER

POLICY AND PROCEDURE

Title: Supervised Release Residence Search

Section: Treatment/Patient Activities	Policy #: SR808	Pages: 10
Original Effective Date: 03/13/2014	Director's Approval:	
Revised Effective Date:	Signature on File	

PURPOSE:

To establish guidelines to Supervised Release staff in regards to locating and securing appropriate residences for clients on Supervised Release and to ensure a uniform approach across Wisconsin.

POLICY STATEMENT:

Locating and securing appropriate residences for clients on Supervised Release (SR) is a challenging task. Multiple factors must be considered in the process and multiple stakeholders are involved. Virtually all placements receive some sort of negative community reaction. The Supervised Release Program must weigh the placement factors, involve the stakeholders, and address the negative community reaction in a manner that upholds the court order to place an SR client in the community and promotes community safety.

DEFINITIONS:

Close proximity – The distance an able bodied individual could reasonably walk on foot in 5 minutes. Natural barriers such as rivers and lakes interrupt close proximity. Man-made barriers such as highways that do not permit pedestrian traffic, high fences, and industrial areas also interrupt close proximity.

Establishments – Physical locations of common places where potentially vulnerable populations may reside or congregate and are given consideration when the SR Specialist conducts a comprehensive screening of a prospective residence in order to determine its viability. Establishment locations are identified by multiple sources. Typical establishments considered are schools, parks, known child care facilities, licensed child care facilities, maintained state or local trails, places of worship, residential group homes for children, residential care centers for children and youth, child shelter care facilities, child placing agencies, community based residential facilities for adults, adult family homes, adult day care programs, residential care apartment complexes, and foster care homes.

General proximity – The distance an able bodied individual could reasonably walk on foot in 30 minutes.

Local ordinance – An ordinance passed by a county, city, village, or town which addresses the placement of sex offenders within the jurisdictional borders of the municipality.

Prospective residence – A location that is being considered as a viable residence for the placement of a client on Supervised Release and is being subjected to a comprehensive screening process.

Potentially vulnerable populations – Individuals who may be at increased risk for victimization from sex offenders. They may reside in, be serviced by, use, or visit an establishment. A known victim of the client being placed is a potentially vulnerable person.

Residence Search Report – A comprehensive report drafted by an SR Specialist after he/she has determined a prospective residence is viable. The SR Specialist utilizes multiple sources and mapping technology during a screening process and in order to complete the report. The report includes a written narrative, maps, and details of establishments and potentially vulnerable populations which are in general and close proximity to the prospective residence. The report cannot contain any victim information. This report is completed only on residences that are determined to be viable by the SR Specialist. The report is submitted to the SR Program Manager for final determination of the viability of a prospective residence. The SR Specialist shall be prepared to testify about the procedures followed in developing the report and the report's contents.

The Supervised Release Program – A program of the Department of Health Services – Division of Mental Health and Substance Abuse Services – Sand Ridge Secure Treatment Center. The SR Program is responsible for the control, care, and treatment of all individuals granted Supervised Release in Wisconsin.

Viable residence – A residence is deemed to be viable after the SR Specialist has conducted a comprehensive screening process and has determined that the prospective residence is located a reasonable distance from establishments and potentially vulnerable populations identified in the screening process. The SR Specialist has also concluded that the proximity between the prospective residence and establishments and potentially vulnerable populations mitigates potential harm. The SR Program Manager makes the final determination on the viability of a residence based on the Residence Search Report and the recommendation of the SR Specialist completing the report.

PROCEDURES:

1. Statutorily defined procedures for a residence search

- A. Pursuant to § 980.08 (4), Wis. Stats., a court can make a ruling to place a Sexually Violent Person on Supervised Release. The court selects a county to prepare a report either independently or with the Department of Health Services (DHS) which identifies prospective residential options for community placement.
 - B. Upon receipt of the order for a Supervised Release plan, the Department of Health Services' Supervised Release Program will contact the designated county, which is typically the client's county of residence, requesting the county to identify any prospective residential options for community placement or collaborate with the DHS in its residence search.
 - C. Pursuant to § 980.08 (4) (d), Wis. Stats., the court shall authorize the petitioner, the person's attorney, the district attorney, any law enforcement agency in the county of intended placement, and any local governmental unit in the county of intended placement to submit prospective residential options for community placement to the SR Program within 60 days following the selection of the county of intended placement.
 - D. When considering prospective residential options for community placement, § 980.08 (4) (e), Wis. Stats. states "In identifying prospective residential options, the county department shall consider the proximity of any potential placement to the residence of other persons on supervised release and to the residence of persons who are in the custody of the department of corrections and regarding whom a sex offender notification bulletin has been issued to law enforcement agencies under s. 301.46 (2m) (a) or (am)."
 - E. The SR Program must consider any options for community placements submitted under § 980.08 (4) (d), Wis. Stats. and the report submitted under § 980.08 (4) (e), Wis. Stats. If no such options or report exist, then the SR Program is responsible for locating residential options. Typically the petitioner, the person's attorney, the district attorney, law enforcement agencies, local governments, or the county of intended placement do not recommend placement options.
2. Residence Search procedures in addition to statutorily defined procedures
- A. Upon receipt of the order for a Supervised Release plan, the SR Program must assume that the petitioner, the person's attorney, the district attorney, law enforcement agencies, local governments, or the county of intended placement will not provide placement options and the SR Program must concurrently pursue placement options independently in order to comply with the statutorily outlined 90-day timeframe to submit an SR plan. Should a placement option not be identified within 90 days, the SR Program can petition the court for an extension.

- B. The following are the primary sources the SR Program may utilize when searching for a residence. The SR Specialist shall utilize as many sources as practicable in order to locate a prospective residence. Preference shall be given to the sources that produce the highest likelihood of a prospective residence at the lowest cost in the county of intended placement.
1. Placing a new SR client with an existing SR client if possible
 2. Vendors or firms list resulting from most recent procurement efforts
 - a. Send standard letter to all firms
 - b. Indicate due date of submission of prospective residences
 3. Newspaper
 - a. Posting advertisements in local newspapers, shoppers, or buyers' guides in print and electronic media
 - b. Examining residence rental advertisements in newspapers or similar media in print and electronically available
 4. Craigslist and similar sites
 5. Known property owners, vendors or firms with whom the SR Program has previously worked
 6. Existing properties that the SR Program has previously leased
 7. Department of Corrections' (DOC) referrals
 8. Direct inquiries received from property owners, property managers, or firms
3. Criteria to determine if a residence is appropriate for the placement of a client on SR
- A. The SR Specialist will collect the addresses of residences obtained from statutorily defined referrals and through the sources the SR Specialist has actively utilized.
 - B. The SR Specialist will conduct an initial screening of all of these residences and log the address and the results of the initial screening in a residence search log.
 1. The initial screening shall be conducted online utilizing a program such as Google Maps. During the initial screening, the SR Specialist shall visually search electronic maps for the following establishments in close proximity to the prospective residence:
 - a. Schools
 - b. Parks

- c. Childcare facilities
 - d. Maintained state or local trails
 - e. Places of worship
2. The initial screening shall include a cross referencing of municipal ordinances to determine if the prospective residence would be affected by an ordinance.
 3. The initial screening shall include conferring with the DOC to determine if there are any immediate concerns regarding the prospective residence and neighborhood. This shall include the location of any DOC Transitional Living Program facility.
4. After the initial screening is complete, the SR Specialist will conduct a comprehensive screening of all residences that passed the initial screening that may be appropriate for the placement of an SR client. This comprehensive screening will utilize online programs such as Google Maps and known databases obtained from the DHS, the DOC, and the Wisconsin Department of Children and Families. The SR Specialist shall print colored maps showing the location of the prospective residence and the locations of establishments or residences that may be of concern. The maps, any additional narrative or documentation, and a summary shall comprise the Residence Search Report. If while conducting the comprehensive screening it becomes apparent that the residence is not viable due to the proximity of an establishment or resident, the SR Specialist shall terminate the screening on this residence. If the SR Specialist is unsure if the proximity of an establishment or residence should cause the termination of the residence search then the SR Specialist shall consult with the SR Program Manager. The SR Specialist shall consider in his/her comprehensive screening the following components and the Residence Search Report shall include the following components if the SR Specialist determines the prospective residence is viable:
- A. An overview or aerial map of a prospective residence displaying both a satellite and street view
 - B. An ordinance map
 1. This step is not necessary if the municipality of intended placement does not have an ordinance relating to the placement of sex offenders
 2. If a municipal ordinance exists, then mapping shall be conducted only if the ordinance permits the possibility of a placement. If it does not permit the possibility of a placement, the search shall be terminated.
 3. The source of the ordinance shall be the municipality of intended placement. A copy of the ordinance, if available, shall be included in the comprehensive screening summary.

4. Mapping shall be conducted if precise boundary information is available. The mapping shall display the location of the prospective residence as well as the boundaries of the ordinance.
5. If precise information is not available and the prospective residence appears to be viable under the municipal ordinance, then the SR Specialist shall write a brief narrative addressing the viability of the placement as it relates to the municipal ordinance.
6. If the prospective residence is located close to a municipal boundary line and the adjacent municipality has an ordinance, this shall not preclude the prospective residence. However, the ordinance details of the adjacent municipality shall be included in the comprehensive screening summary.

C. Victim location

1. Victim identification and location must not be included in any summary or comprehensive screening documentation.
2. Victim identification and location is highly sensitive and confidential information. It must be treated with the utmost care.
3. Upon receipt of a court order for an SR plan, the SRSTC Agency Liaison will search the DHS victim database, consult with the DOC Office of Victim Services, consult with the Wisconsin Department of Justice, and consult with the County Victim/Witness Coordinator in the County of intended placement and County of conviction/commitment to determine the identity and location of known and registered victims.
4. If a known or registered victim is residing in the county of intended placement, the SRSTC Agency Liaison will provide the registered victim's name and address, if known, to the SR Specialist.
5. The SR Specialist will map the known or registered victim(s) address as well as the address of the prospective residence(s). This map must not become part of any report.
6. If the location of the known victim(s) is in general proximity to the prospective residence, the SR Specialist must consult with the SR Program Manager to determine the viability of the prospective residence.
7. Upon completion of the residence search process, all victim identification and location information held by the SR Specialist must be destroyed.

- D. Neighborhood map available online displaying the names and addresses of property owners immediately adjacent to the prospective residence.
- E. Proximity of known schools, parks, childcare facilities, maintained state or local trails, and places of worship within general proximity of the prospective residence that appear on online mapping programs.
 - 1. For these establishments, the SR Specialist shall map out and list addresses and driving distances from the known locations of these establishments within general proximity to the prospective residence. A separate map and address/distance listing should be made for each type of establishment if the locations are numerous.
 - 2. If the establishment(s) falls within close proximity to the prospective residence, then a separate map shall be made displaying the distance between the establishment(s) and the prospective residence measured in feet “as the crow flies.”
- F. Proximity of known registered sex offenders including those who are currently under supervision with the DOC, those not on supervision with the DOC but are registered sex offenders, and those who are committed to the DHS pursuant to Chapters 980 or 971 who reside within general proximity of the prospective residence.
 - 1. The SR Specialist shall use the public DOC Sex Offender Registry database to determine the location of registered sex offenders who are in general and close proximity to the prospective residence.
 - 2. The SR Specialist shall map out and list the addresses and driving distances from the known location of registered sex offenders who are within general proximity to the prospective residence.
 - 3. If one or more registered sex offender(s) resides within close proximity to the prospective residence, then a separate map shall be made displaying the distance between the prospective residence(s) and those of registered sex offenders measured in feet “as the crow flies.”
 - 4. The SR Program may place an SR client with another SR client or another sex offender in the same residence.
 - a. The SRSTC Court Assessment and Community Programs Director must approve this on the basis of offense histories and general compatibility
 - b. This co-placement must be addressed in the SR plan
 - c. The SR Specialist must take into consideration the density of registered sex offenders and all other factors in the

comprehensive screening before determining if the co-placement is viable

5. Proximity of licensed child care facilities, child group homes, residential care centers for children and youth, child shelter care facilities, child placing agencies and foster care homes located within a general and close proximity of a prospective residence.
 - a. The sources for this information are the Wisconsin Department of Children and Families' publicly accessible databases with the exception of the foster home database which is not publicly accessible. The foster home database is provided to the SR Program by the Wisconsin Department of Children and Families.
 - b. The address data shall be entered into an online program that will populate a map. Locations of the establishments within general proximity of the prospective residence are mapped and the driving distances between these locations and the prospective residence shall be listed.
 - c. If the establishment(s) falls within close proximity to the prospective residence, then a separate map shall be made displaying the distance between the establishment(s) and the prospective residence measured in feet "as the crow flies."
 6. Proximity of community based residential facilities, adult family homes, adult daycare programs, and residential care apartment complexes located within a general and close proximity of a prospective residence.
 - a. The sources for this information are the Wisconsin Department of Health Services' publicly accessible databases.
 - b. The address data shall be entered into an online program that will populate a map. Locations of these establishments that are within general proximity of the prospective residence are mapped and the driving distance between these locations and the prospective residence shall be listed.
 - c. If the establishment(s) falls within close proximity to the prospective residence, then a separate map shall be made displaying the distance between the establishment(s) and the prospective residence measured in feet "as the crow flies."
 7. When using online mapping programs, Zip codes are often used to identify an area. If the prospective residence is near the border of two or more Zip codes, the SR Specialist must take this into consideration when mapping the establishments. Zip code maps are available online.
- G. Upon completion of the comprehensive screening and assuming the residence is a viable residence in the appraisal of the SR Specialist; the SR Specialist

shall present the Residence Search Report to the SR Program Manager for review and consideration of approval.

- H. If the SR Program Manager approves, the SR Specialist shall present the location to the DOC with a request to conduct their residence assessment, including their observation of the neighborhood in which the proposed residence is located. If the DOC requests a copy of the Residence Search Report, the DHS may provide this. The DOC shall be asked to complete their residence assessment within 10 calendar days or as soon as practicable and submit to DHS completed form DOC-2110 Sex Offender Residence Assessment. It is acknowledged that the DOC has regular contact with local law enforcement and other local agencies. Therefore the DOC may have information not publicly available or available to the SR Program, such as locations of shelters or other establishments that serve vulnerable populations, which must be taken into consideration.
 - I. If the SR Program Manager concurs with the SR Specialist that the residence is a viable residence and if the DOC, upon completion of their residence assessment approves the residence, then the SR Specialist may include the residence in the SR plan which is submitted to the court for consideration.
 - J. The SR Specialist shall have the Residence Search Report available when attending the hearing to approve the SR plan and be prepared to testify in regards to the procedures followed and to the contents of the report.
 - K. If a client on SR is currently residing in the community and the SR Program is moving the client to a different residence, then the SR Specialist shall consult with the SR Program Manager to determine the necessary level of residence screening and reporting prior to presenting the proposed residence change to the court.
5. When determining whether a residence is viable, the SR Specialist and the SR Program Manager will consider the cost to rent the residence. The SR Specialist and the SR Program Manager will consider the following:
- A. Estimated fair market value of renting the property as compared to similar properties for rent in the immediate neighborhood, while considering the inclusion or exclusion of utilities and the inclusion or exclusion of maintenance such as lawn mowing and snow removal.
 - B. Cost comparisons to other properties the SR Program rents in similar communities within the same general market. When making cost comparisons, the SR Specialist and the SR Program Manager shall consider the inclusion or exclusion of utilities and the inclusion or exclusion of maintenance.

- C. The likelihood that a property owner or firm will charge a premium to rent to the SR Program due to the potential community reaction involved with the occupancy of sex offender clients.
 - D. If a property owner or firm intends to purchase a property expressly for the purpose of renting the residence to the SR Program, the property owner or firm might seek to charge a premium to offset the risk of the SR Program terminating the lease after a brief period. DHS discourages this practice.
6. The SR Program should attempt to include the following items in a lease agreement:
- A. The property owner or firm should use his/her own rental agreement or the standard Wisconsin lease.
 - B. The initial lease term should be no longer than one year with month-to-month renewal terms thereafter.
 - C. The lease amount, if it includes utilities and/or maintenance, should indicate the base lease amount and the estimated monthly utilities and/or maintenance fees so lease terms can be more easily compared.
 - D. The SR Program shall attempt to include a 60 day “out” clause in the event an SR client is removed from that residence for any reason. This “out” clause would allow the property owner or firm to rent the residence and terminate the lease with the SR Program.
 - E. The SR Program shall attempt to renegotiate any lease upon its expiration where the lease amount is substantially above fair market value. In the renegotiation, the SR Program shall attempt to reduce the monthly rent amount and/or include utilities and maintenance at no additional cost. In cases where leases are substantially above fair market value and renegotiation to lower the cost fails, the SR Program will attempt to seek alternative residences using reasonable resources.

REFERENCES:

Chapter 980, Wisconsin Statutes

Wisconsin Department of Corrections Sex Offender Registry:

<http://www.wisconsin.doc.familywatchdog.us/>

<http://offender.doc.state.wi.us/public/>

Wisconsin Department of Health Services online databases

<http://www.dhs.wisconsin.gov/bqaconsumer/assistedliving/index.htm>

Wisconsin Department of Children and Families online databases:

<http://www.dcf.wi.gov/childrenresidential/directories/CW-Directories.HTM>

<http://childcarefinder.wisconsin.gov/Search/BasicSearch.aspx>

SAND RIDGE SECURE TREATMENT CENTER

POLICY AND PROCEDURE

Title: Supervised Release Activity Planning

Section: Treatment/Patient Activities	Policy #: SR 807	Pages: 5
Original Effective Date: 03/13/2014	Director's Approval:	
Revised Effective Date:	Signature on File	

PURPOSE:

To establish protocols and processes to ensure consistent activity planning across the program that meets the needs of the clients on Supervised Release (SR); is consistent with all applicable statutes and administrative rules; and is cost effective.

POLICY STATEMENT:

Clients on Supervised Release participate in activities which aid in rehabilitation, assist in community reintegration, and provide for basic needs. The extent to which DHS shall permit these activities is based on statutory language, administrative rules, a client's individual progress, and fiscal responsibility. Supervised Release staff shall consistently carry out this policy when scheduling activities for clients on Supervised Release.

DEFINITIONS:

Activity Planning – The scheduling of all activities that a SR client participates in outside of their residence or inside their residence if an escort is required.

DSE (Direct Supervision Escort) Status – A client who is on SR and has been in the community for less than one year. Unless ordered by the court, the first year begins the day the client is placed in the community and ends 365 days later. When in the community, a client on DSE status must be under direct supervision of a Department of Corrections (DOC) escort.

DSE Activities – As defined by WSS §980.08(9)(a), these activities include employment or volunteer purposes, religious purposes, educational purposes, treatment and exercise purposes, supervision purposes, or residence maintenance or caring for a person's basic living needs. Each of these activities is further defined in the DOC Administrative Directive # 07-12.

Supervised Release Treatment Team – The community supervision team comprised of a DHS Corrections Program Specialist (Supervised Release Specialist), a sex offender treatment provider, and a DOC Probation and Parole Agent.

PROCEDURES:

1. Activity planning for clients on DSE status
 - A. Activity planning for clients on DSE status shall be coordinated by the SR Specialist assigned to the client in consultation with the assigned DOC Agent.
 - B. Activity planning for clients on DSE status shall follow WSS §980.08(9)(a) and DOC Administrative Directive # 07-12.
 - C. There is no specific minimum or maximum number of activity hours a DSE client must participate in weekly. The SR Specialist in consultation with the assigned DOC Agent shall schedule only the activities and time per activity that reasonably meet the needs of the client. Suggested guidelines are as follows: grocery shopping once per week; other basic living needs shopping once per week; religious activities once per week; sex offender treatment (SOT) once or twice per week; medical as needed; laundry once per week and only if laundry is not available in the residence; employment search once or twice per week; employment if obtained see 1. E. below.
 - D. Whenever possible, routine activities such as shopping, laundry, and employment searching shall be combined in order to minimize the time and frequency a DSE is necessary.
 - E. Since a DSE is necessary for employment, if employment is offered to a client on DSE status, the SR Specialist shall prepare a cost and benefit analysis and present this to the SR Program Manager. This analysis shall consider at a minimum the offered wage, the approximate number of employment hours per week, distance from the client's home, DSE contracted expense, the overall benefits of this employment to the client, and the opinion of the DOC Agent and treatment provider. The SR Program Manager will determine if the offer for employment can be accepted. The criteria applied to this decision shall be based on the relative treatment and reintegration benefit to the client.
 - F. If a SR client on DSE status requests a visit in their home with a friend or family member and the SR Treatment Team approves the visit and determines that the visit must be chaperoned, then the chaperone shall be a

DHS contracted chaperone. The frequency and duration of such visit shall balance the therapeutic benefit of the visit and the cost associated with escorting the visit.

2. Activity planning for clients not on DSE status

- A. SR clients who have been in the community for more than one year are no longer on DSE Status. The SR Treatment Team comprised of the SR Specialist, SOT Provider, and DOC Agent shall determine what, if any, level of community chaperoning is necessary for clients no longer on DSE Status. If a community chaperoning is necessary, this chaperone is no longer a DOC escort but rather a DHS contracted chaperone.
- B. Activity planning for a client no longer on DSE status shall be the responsibility of the assigned SR Specialist.
- C. Activity planning for a client no longer on DSE status is not limited to the activities specified under WSS §980.08(9)(a) and DOC Administrative Directive # 07-12.
- D. Typical additional activities include leisure activities and out of home visits with friends and family.
- E. There is no specific minimum or maximum number of activity hours a client shall participate in weekly. The SR Specialist shall schedule only the activities and time per activity that reasonably meet the needs of the client.
- F. If the client requires a chaperone, the SR Specialist shall combine activities whenever possible in order to minimize the time and frequency an chaperone is necessary.
- G. The SR Specialist shall consider the use of private or public transportation if available and appropriate and if a chaperone is not necessary. Public transportation includes busses, taxi cabs, as well as private transport companies and transportation provided by approved contacts.
- H. If a SR client requests a visit in the home of a friend or family member and the SR Treatment Team approves the visit and determines that the visit must be supervised, then the chaperone shall be a DHS contracted chaperone. The frequency and duration of such visits shall balance the therapeutic benefit of the visit and the cost associated with supervising the visit.

3. Scheduling Procedures

- A. The SR Specialist shall either send the SR client a blank monthly calendar at least 4 weeks prior to the start of the month or contact the client directly.
 - B. The SR client or SR Specialist shall complete the calendar with known appointments such as medical, employment, and SOT as well as preferred appointments such as grocery shopping and job search. The SR client shall send the completed calendar to the SR Specialist at least 3 weeks prior to the start of the month.
 - C. The SR Specialist shall make any revisions to the calendar commensurate with this policy and any other information they may have in regards to the client's schedule. At this time, the SR Specialist shall also add random monitoring checks.
 - D. The SR Specialist shall send the calendar to the DOC Agent. If the client is on DSE status, the agent may make additional changes commensurate with WSS §980.08(9)(a) and DOC Administrative Directive # 07-12.
 - E. The DOC Agent shall enter the final schedule into the GPS scheduling system.
 - F. The SR Specialist shall send the final calendar to the DSE contracted escorting agency and the DHS contracted monitoring and escorting agency at least 2 weeks prior to the start of the month.
 - G. The SR Specialist shall send the final calendar (not including the random monitoring checks) to the SR client at least 1 week prior to the start of the month.
4. Anticipated and emergency schedule changes
- A. It is acknowledged that from time to time changes in a SR client's schedule will need to occur. The frequency of these changes must be minimized to the extent possible due to the time, effort and expense involved in making a schedule change.
 - B. If the schedule change is anticipated and is more than 3 business days away, the SR Specialist shall be notified and he/she shall make the necessary arrangements with the DOC Agent, the client, and the DSE or DHS contracted agency. The DOC Agent shall make the necessary GPS schedule change.
 - C. If the schedule change is unanticipated and is less than 3 business days away, the SR Specialist shall notify the DOC Agent and the SR Specialist

shall make the necessary GPS schedule change as well as notify the client and the DSE or DHS contracted agency.

- D. If the schedule change is an emergency or involves an immediate after regular business hours situation, the DHS SR Stand-By system shall be utilized and the SR Program staff who receives the call shall make the necessary GPS schedule change by contacting the DOC Monitoring Center as well as notify the client and the DSE or DHS contracted agency.

5. Auditing of schedules and invoices

- A. The SR Program Manager shall randomly audit $\frac{1}{4}$ of the SR client schedules per month in order to assess the appropriateness and necessity of scheduled activities. All final monthly calendars shall be stored in a shared folder on the SRSTC network.
- B. The SR Program Manager shall randomly audit the invoices monthly from the DSE and DHS contracted agencies in order to assess the usage of these agencies.
- C. If questions or discrepancies arise during these audits, the SR Program Manager shall immediately address the concerns with the respective SR Specialist.

REFERENCES:

WSS §980.08

DOC Administrative Directive # 07-12

Current FY DHS – DOC MOA for the Provision of Supervision of Persons on Conditional Release and Supervised Release