

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
  
OFFENDER RECORDS ASSOCIATE  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future Offender Records Associate positions located within the Department of Corrections (DOC) or the Department of Health Services (DHS). Positions allocated to this classification spend a majority of time performing records office support functions relating to offender/patient files and offender/patient status in an assigned institution or unit. This classification specification is not intended to identify every duty assigned to the positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information.

B. Inclusions

The positions in this classification series are located within the Department of Corrections (DOC) or the Department of Health Services (DHS) and spend a majority of time performing records office support functions relating to offender/patient files, and/or offender/patient status at a Division of Adult Institutions (DAI) assigned institution, at the Division of Community Corrections (DCC) records unit, at the Parole Commission (PC), or at a Division of Mental Health and Substance Abuse Services (DMHSAS) institutions.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions not located in the Department of Corrections or the Department of Health Services;

3. Positions not performing, for a majority of time, records office functions related to offender/patients records and/or offender/patients status;
4. Positions which, for a majority of time, are responsible for ensuring the lawful commitment and release of offenders at state institutions through a review of legal records and court sentences more appropriately classified as Corrections Sentencing Associates;
5. All other positions more appropriately identified by other classification specifications.

D. Entrance into This Classification Series

Employees typically enter this classification by competition.

## II. DEFINITIONS

### OFFENDER RECORDS ASSOCIATE

Work is performed under close progressing to general supervision, and is administrative support work. Positions coordinate, for a majority of time, the flow of information relating to records, documents, forms, and offender/patient files through the records office/unit. Work performed is in support of a specialized records program for offenders or patients under some form of state controlled supervision (of DOC or DHS).

Positions will perform any combination of work listed below:

In the Division of Adult Institutions (DAI) Correctional Institutions, positions will most commonly: screen and answer telephone calls; route daily mail; serve detainees, process court pick-ups and writs; process child support notices and other legal documents on offenders; maintain visiting lists/requests perform criminal background checks on visitors, maintain or file institution records including daily/routine institution statistics; interview, collect and process admission information on offenders into institution, interview offenders to obtain demographic information, photograph and/or fingerprint offenders; coordinate offender transfer and release files; maintain education, legal and social services files; enter offender data into a DOC database; log major and minor conduct reports in legal files; maintain all inactive offender files for offenders on parole, mandatory release, extended supervision and discharge status; coordinate the parole process; and process Termination Files of offenders.

In the DAI Central Records Office (CRO) positions will most commonly: provide maintenance and monitoring of the Computation Tracking Database including data entry receipt of files/scans received at the CRO; provide maintenance of the Electronic Judgment Of Conviction (EJOC) Mailbox, processing and routing of EJOCs; provide notary services.

In the DCC Central Records Unit positions will most commonly: provide processing of discharge certificates; issue termination numbers; provide data entry; incorporate data into imaging system; create and update offender records; process transfers of offenders between Probation & Parole Agents; process admission/releases, process violation warrants or revocation orders; process documents terminating offenders (such as death certificates and Interstate Compact Removals); process admission to Correctional Institutions and assignment of new numbers; enter court case and Prison Also Sentences information; process extension of supervision and stop times, update and enter new Probation Orders.

In the DCC Extraditions & Admissions Unit, positions will most commonly: establish computerized records of probation, conditional release, and Interstate Compact cases and issue offender numbers and emergency numbers as needed.

In the Parole Commission, positions will most commonly: maintain, review, and record parole interview decisions and grant recommendations submitted by Parole Commissioners for assigned institutions; process offender's legal and social services files; prepare reports and correspondence; track and process PC lawsuits; consult with DOC staff on parole decisions and grant recommendations.

In DHS facilities, positions will most commonly: ensure completeness, maintenance, and security of patient records; prepare Temporary Release Orders and obtain court orders and proper signatures for patient transfers; create and disseminate memos for internal movement of patients (e.g., for court hearing, video conferences, visits, and telephone calls); process and provide assistance pertaining to requests for certified copies of records by reviewing orders and authorizations for release of information in accordance with agency procedure for various customer groups (e.g., law enforcement agencies, courts, attorneys, internal staff); follow established procedure relating to the maintenance and security of patient records, notices, and court appearances to ensure legal compliance; oversee and monitor the completion and accuracy of data entry into facilities systems and databases, documenting admission, discharge, and statistical records (such as the daily census) as appropriate; coordinate the parole process.

**NOTE:** The examples of work listed above, may be performed by any position in this classification, subject to assignment of that duty by the position's supervisor. The previously listed examples of work are not intended to be all inclusive, but intended to provide duties representative of the type, complexity, and scope of assignments for this classification.

### **Representative Positions:**

Division of Adult Institutions, Kettle Moraine Correctional Institution (KMCI): This position is responsible for provision of the offender visiting list process to include: adding, removal of persons from lists, review of visitor request forms, perform criminal background checks using Wisconsin Integrated Corrections System (WICS), Consolidated Court Access Program (CCAP) and Portal 100, contact supervising agent as needed; facilitate offender record reviews; notify institution departments of court pickups of offenders; distribute mail; maintain social service files in proper order.

Division of Adult Institutions, Dodge Correctional Institution (DCI): This position is responsible for preparing offender transfer files; processing daily mail for the DCI Records Office; and entering sentence structure information into the WICS.

Division of Adult Institutions, Dodge Correctional Institution (DCI): This position is responsible for collecting and entering offender admission information into WICS for use throughout the State of Wisconsin; interviewing offenders to gather demographic information; obtaining fingerprints using Wisconsin Livescan electronic system; producing ID cards; generating forms; assembling legal files; processing court sentencing transcripts and providing data entry.

Division of Community Corrections, Extraditions & Admissions Unit: This position is responsible for initiating computerized records of Wisconsin probation cases, and probation and parole cases accepted in Wisconsin from other states through the Interstate Compact Commission and court ordered mental health conditional releases; issuing offender numbers; and responding to inquiries on the Master Record Check phone line.

Division of Community Corrections, Central Records Unit: This position is responsible for establishing and updating computerized records of adults released from Wisconsin Correctional Institutions, Wisconsin mental health facilities and Milwaukee County House of Corrections utilizing WICS; verifying offender information; performing data entry; updating file records; processing transfers of offender supervision between Probation & Parole Agents; transferring offenders into and out of Wisconsin; and sorting of mail.

Division of Community Corrections, Extraditions & Admissions Unit: This position is responsible as the contact for Electronic Judgments of Conviction (EJOC) sent through the interface by Clerks of Court for Circuit Courts outlining terms of the offenders probation; determine if the EJOC is amended, corrected or a duplicate; answer Clerk of Courts questions; print court orders; print face sheets with offender identifying information; manage files of EJOCs and face sheets; perform data entry; print non-electronic Judgments of Conviction (JOC), determine if a duplicate, give to registrars to check to see if complete and legal; enter JOC into WICS.

Parole Commission: This position maintains, reviews and records parole interview decisions and grant recommendations submitted by Parole Commissioners for assigned institutions; processes offender's legal and social services files; prepare reports and correspondence; tracks and processes PC lawsuits; consults with DOC staff on parole decisions and grant recommendations.

Division of Mental Health and Substance Abuse Services, Sande Ridge Secure Treatment Center (SRSTC): This position is responsible for the maintenance, security, and flow of records, documents, forms, and patient files through the records unit and to other internal and external stakeholders; processing court orders; providing guidance to patients, institution staff, attorneys, law enforcement agencies, courts, other agencies, management staff, and the public regarding procedures related to patient admissions, releases, movements, visits, and performing legal document release and copy requests; scheduling all patient professional visits and telephone calls; and processing the patient annual re-exam paperwork and reports; and processing admission, treatment, and discharge information according to Ch. 980.

Division of Mental Health and Substance Abuse Services, Wisconsin Resource Center (WRC): This position is responsible for assisting with coordinating offender records in regards to release and parole eligibility dates, Act 109 petitions, and provides direct services to offenders, such as notary services and conducting file reviews. This position acts as the Parole Commission Clerk; compiling paperwork, completing time served calculations, and processing Parole Commission Actions. This position provides support to the Offender Records Supervisor and serves as backup to the Corrections Sentencing Associate, as needed.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience providing reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective May 29, 2016, and announced in Bulletin DPM-0424-CC/SC, and created as a result of the Offender Records Assistant Personnel Management Survey for positions performing administrative support record office functions at the Department of Corrections and Department of Health Services within the offender or patient specific record programs. Positions placed in this

classification upon its creation were predominately classified within the Offender Record Assistants classification series. The original classification series these positions originated from was created in on February 15, 1998, and announced in bulletin CC/SC-81, and modified on June 7<sup>th</sup>, 1998.

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