

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.15	Page 1 of 5
	Original Effective Date: 07/31/09	New Effective Date: 08/22/22
	Supersedes: 300.00.15	Dated: 09/14/20
	Administrator's Approval: Sarah Cooper, Administrator - 8/4/22	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Development and Use of Inmate Portfolio		

POLICY

The Division of Adult Institutions shall require inmates to develop and maintain a portfolio that shall contain data and information to assist the inmates during their incarceration and reentry into the community.

REFERENCES

DAI Policy 300.00.14 – Pre-Release Curriculum

DAI Policy 309.56.01 – Technology

DEFINITIONS, ACRONYMS AND FORMS

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk/Need Assessment and Case Management Software by Northpointe Inc.

DAI – Divisions of Adult Institutions

Data Storage Device- Instrument in various formats to facilitate transfer or storage of computer generated documents and media. Often a portable/removable device commonly known as a USB drive, flash drive, jump drive, thumb drive, USB key, USB stick, memory stick or USB portable hard drive. Other formats may include read only computer disk.

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC EdNet – Computers and Devices connected to the Department of Corrections Education Network

DOC-745 – Release Plan Information

DOC-2399 – Portfolio Checklist

Formal Meeting – Scheduled meetings with staff such as Reclassification hearing, Parole Board, Agent or Social Worker to discuss pre-release

HSED – High School Equivalency Diploma

POC-0098 – Wisconsin's Medicaid Application – Instructions

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POC-0098S – Wisconsin Medicaid Application Instructions – Spanish

Portfolio – A folder containing important documents, which includes, but is not limited to, certificates, credentials, checklists, printouts, letters, resumes, references and pictures of projects.

Reentry Coordinators (RC) – Individuals assigned by the Warden/Superintendent/DCC Administrator/Designee to oversee the continued implementation and/or delivery of reentry initiatives in their respective facility or region.

UCP – Unified Case Plan

USB – Universal Serial Bus

PROCEDURE

I. General

- A. Upon admission to a DAI intake site, all inmates shall be issued a portfolio.
- B. The portfolio shall be kept in the inmate's personal property during the term of their incarceration and shall be used to retain important documents identified on DOC-2399.
- C. The portfolio shall be requested and presented at all formal meetings.

II. Portfolio Contents

- A. Portfolio Introduction and Completion Instructions.
- B. DOC-2399.
- C. COMPAS – UCP Person Version.
- D. General Educational Development/HSED/High School Diploma.
- E. Career Technical Education Certificates/College Transcripts/Diplomas/Educational Test Scores.
- F. Special Accomplishments and Certificates.
- G. Facility Work History Records/Documents/Evaluations.
- H. Employment Related Documents: Cover Letter, Resume, References, Thank you Letter, Sample Work Application, Job Leads.
- I. Community Resource Work Sheet.
- J. DOC-745.

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- K. POC-0098 & POC-0098S.
- L. Vocational Program/Work Assignment/Special Project photos taken while incarcerated.

III. Facilities Shall:

- A. Designate a RC who shall:
 - 1. Be a resource to staff and inmates using the portfolio at the facility.
 - 2. Make necessary referrals to address specific questions or concerns regarding the portfolio.
- B. Review inmate portfolio for appropriateness of content in preparation for formal meetings.
- C. Assist in the acquisition of essential educational documents.
- D. Develop procedure for securing, storing and distributing an approved electronic portable storage media to inmates that have access to electronic file folders for the purpose of conducting employment, education and release planning functions.
- E. Determine reentry information the inmate may be allowed to save and update as needed on DOC EdNet.
 - 1. This may include current resume, cover letter and related employment, education and release planning documents.
 - 2. It shall not include scanned images of vital documents such as birth certificates or social security cards.
- F. Upon release, the facility shall ensure inmates have the portfolio and confidential documents in hand.
- G. Upon release, the facility shall provide inmates that have had access to electronic file folders on DOC EdNet with copies of any requested employment, education or release planning documents on an approved portable storage media.

IV. Inmates Shall:

- A. Receive, develop and maintain a portfolio.
- B. Contact RC and/or designated staff for questions or concerns regarding the portfolio.
- C. Complete the DOC-2399 as needed.

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- D. Pay \$1.00 replacement cost if portfolio is damaged or lost. Additional costs may be assessed for replacing portfolio, contents or data storage device.
- E. Present portfolio at all formal meetings in which the information stored in the portfolio may be useful to present.
- F. Utilize contents of the portfolio to assist with reentry into the community.
- G. Only use the portfolio to retain important documents identified on the DOC-2399.
- H. Inmates with access to a DOC EdNet account may create, store and update as needed, a resume, cover letter and related employment search, education and release planning documents in an electronic file folder.
- I. Prior to release, inmates who have had access to electronic file folders on DOC EdNet can request electronic copies of employment, education and release planning documents on an approved Data Storage Device in accordance with DAI Policy 309.56.01.
- J. Present portfolio to DCC Agent at first meeting upon release.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility:		
Original Effective Date: 00/00/00	DAI Policy Number:	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Development and Use of Inmate Portfolio		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other