

 <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 6
	Original Effective Date: 07/31/09	New Effective Date: 01/01/16
	Supersedes: 300.00.15	Dated: 02/16/15
	Administrator's Approval: Cathy A. Jess, Administrator	
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

DEFINITIONS, ACRONYMS, AND FORMS

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

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC-745 – Release Plan Information

DOC-2398 – Personal Accountability and Goals

DOC-2399 – Portfolio Checklist

DOC-2425 – Acknowledgement of Receipt of Reentry Portfolio

DOC-2728 – Wisconsin's Medicaid Application – Instructions

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

Initial Classification – Formerly known as Assessment and Evaluation (A&E).

Portable Storage Media – Electronic file copy storage devices.

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

Reclassification Committee – Formerly known as Program Review Committee.

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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

PROCEDURE

I. General

- A. Upon initial classification, all inmates shall be issued a portfolio.
- B. Inmates not previously issued a portfolio at the time of intake shall be provided a portfolio at the earliest convenience, such as at reclassification, or at time of assessment and case planning.
- C. Inmates shall be directed to sign a DOC-2425 acknowledging receipt. If an inmate refuses to sign the form, a staff member shall sign and note the inmate's refusal to sign.
- D. 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.
- E. 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. DOC-2398.
- E. GED/HSED High School Diploma.
- F. Career Scope Results.
- G. Vocational Certificates/College Transcripts/Diplomas/Educational Test Scores.
- H. Special Accomplishments and Certificates
- I. Facility Work History/Records/Evaluations.
- J. Cover Letter.
- K. Resume.

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- L. Reference List.
- M. Thank You Letter to Prospective Employee.
- N. Record of Personal Data, Recommendations/References.
- O. Sample Application.
- P. Job Center Leads.
- Q. Community Resource Work Sheet.
- R. Comprehensive Insurance Plan.
- S. DOC-2728.
- T. Completed Budget Work Sheet.
- U. DOC-745.
- V. Pictures Relevant to Work/School Assignments.
- W. Portable Storage Media w/Reentry Documents, issued at time of release.

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.
 3. Provide oversight to ensure compliance and review the effectiveness of the portfolio.
- B. Identify inmates who are now eligible for the portfolio due to policy updates.
- C. Facilitate subsequent orientation to and distribution of portfolio.
- D. Review inmate portfolio for appropriateness of content in preparation for formal meetings.
- E. Assist in the acquisition of essential educational documents.
- F. 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.

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- G. Determine reentry information the inmate shall 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.
- H. Upon release the facility shall ensure inmates have the portfolio and confidential documents in hand.
- I. 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. Note date received for items that contain personal ID data (e.g., driver's license, social security card).
- D. Pay \$4.00 replacement cost if portfolio is damaged or lost. Additional costs may be assessed for replacing portfolio, contents or portable storage media.
- E. Present portfolio at all formal meetings.
- 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 that have had access to electronic file folders on DOC EdNet can request electronic copies of employment, education and release planning documents on an approved portable storage media.
- J. Present portfolio to DCC Agent at first meeting upon release.

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Administrator's Approval: _____ **Date Signed:** _____
Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.15	Page 6 of 6
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